

## UPTON BISHOP PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of the Parish Council on  
Wednesday 22<sup>nd</sup> May 2019 at 7.00 pm in the Memorial Hall

### A G E N D A

*NB: Prior to the meeting, parish councillors will sign their declarations of acceptance of office as councillors*

1. **Election of Chairman ...** who will sign a declaration of acceptance of office as Chairman
2. **Election of Vice Chairman**
3. **To accept apologies for absence**
4. **To consider HALC Clerk Cover @** £200 per meeting + mileage until new clerk employed.
5. **To adopt the Herefordshire Council Code of Conduct**
6. **To receive declarations of interest & written requests for dispensation**
7. **To adopt Standing Orders**
8. **To consider the co-option of councillors to fill vacancies from the recent election**
9. **To consider the minutes of the previous meeting ...** 1<sup>st</sup> April 2019.
10. **Open Session:**
  - 10.1 To receive a brief verbal report from Ward Councillor Barry Durkin.
  - 10.2 To receive views of local residents on parish matters.
11. **Planning ...** To consider comments on application P191082/XA2 ... Application for approval of details reserved by conditions 7 & 8 attached to planning permission 181523.
12. **Finance**
  - 12.1 To adopt Financial Regulations.
  - 12.2 To note bank balances & consider actions required in the absence of a clerk.
  - 12.3 To consider bank signatories.
  - 12.4 To consider asset register.
  - 12.5 To appoint an internal auditor & consider external audit process for 2018/19.
  - 12.6 To consider all outstanding payments, including:
    - 12.6.1 Memorial Hall hire ... £72 for October 2018-March 2019.
13. **Lengthsman:**
  - 13.1 To consider the Lengthsman contract, outstanding payments and future work.
14. **To consider training requirements for councillors**
15. **Website**
  - 15.1 To consider current practice and outstanding payments to UK2 (£54.89).
  - 15.2 To consider setting up a parish council specific website.
16. **Neighbourhood Development Plan**
  - 16.1 To consider all outstanding payments, including Memorial Hall-£102 & Data Orchard.
  - 16.2 To consider Kirkwells as new NDP planning consultants.
  - 16.3 To consider a grant application for 2019/20.
  - 16.4 To consider parish council representation on Steering Group & next steps.
17. **To note the date of the next scheduled meeting ...** Tuesday 4th June.
  - 17.1 To note the date of the Annual Parish Meeting as 28<sup>th</sup> May 2019.
18. **Recruitment of a new clerk ...** *A resolution will be passed to exclude the public*
  - 18.1 To consider matters relating to outgoing clerk, including expenses payment £15.42.
  - 18.2 To consider all aspects concerning the recruitment of a new clerk.

*Keith Cornwall & Brian Spencer*