

## **THE PARISH COUNCIL OF TILLSIDE**

**Summons to all Parish Councillors to attend the Annual General Meeting to be held on Thursday 10<sup>th</sup> May 2018 in Chatton Village Hall Chatton commencing at 7.05 p.m. or on the rising of the Annual Parish Meeting.**

### **PUBLIC QUESTION TIME**

The Chairman to invite members of the public present, to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

### **AGENDA**

**1. Chairman's Annual Report.**

- The Chairman to present his Annual Report for 2017/18

**2. Election of Chairman for 2018/19**

- To elect a Chairman for the forth coming year
- The Chairman to sign the Declaration of Acceptance

**3. Election of Vice-Chairman for 2018/19**

- To elect a Chairman for the forth coming year

**4. Apologies for absence – Parish Councillor M Hunter**

**5. Declaration of Interest:**

Members are invited to declare any interest they may have in any of the items included on this agenda of this meeting.

**6. Request for Dispensation:**

(i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.

(ii) To consider requests for dispensation.

**7. Standing Orders**

- To undertake the annual review of Standing Orders

**8. Complaints Procedure**

- To undertake the annual review of Complaints Procedure

**9. Community Police**

- To receive any verbal updates

**10. Minutes of the Parish Council Meeting 12th April 2018**

To receive and endorse the Minutes of the Parish Council Meeting held on 12<sup>th</sup> April 2018 already circulated.

**11. Annual Governance and Accountability Return for 2017/2018**

- 11.1 To consider and agree any actions arising from the report of the internal auditor (copy attached)
- 11.2 To approve the Annual Governance Statement (draft copy attached)
- 11.3 To approve the draft annual accounts for 2017/2018 (draft copy attached)
- 11.4 To approve the Accounting Statement and Explanation of Variances (draft copies attached)
- 11.5 To confirm and approve the Certification of Exemption (draft copy attached)

**12. Village Hall Area**

- To receive a verbal update from Parish Councillor H Prytherch
- Consider the formation of a Parish Council/ Village Hall group

**13. Weetwood Hall**

- To receive any updates

**14. Financial Statement**

- Bank Balance £ 21747.37

**15. Accounts for Payment**

- |              |         |                                   |
|--------------|---------|-----------------------------------|
| • B Stimpson | £ 10.00 | Audit briefing – entry fee (Paid) |
| • E I Hunter | £ 96.00 | Clerk’s Salary                    |
| • HMRC       | £ 24.00 | PAYE                              |
| • E Rathbone | £ TBC   | Internal Auditor                  |

**16. Annual Insurance Premium**

Parish Councillors to consider any quotes received and agree the payment of the Parish Council Insurance premium for 2018/19

**17. Planning Application**

18/01279/FUL- Siting of static caravan on scrub land just off farm track, screened by scrub. Caravan will be clad in wood 2 blend in with its surroundings. Land on North side of Amersidelaw Hill Plantation, Chatton, Northumberland.

**18. Planning Approval**

18/00609/FUL- Construction of single storey rear extension -15 Church Hill, Chatton. NE66 5PY

**19. Correspondence**

- NCC- Love Northumberland information
- NCC- Gathering your views on our road hierarchy

**20. Data Protection**

- To adopt the following previously circulated policies and forms supplied by National Association of Local Councils
  - The role of Data Protection Officers.
  - DPIA Assessment Checklist.
  - Subject access policy and template response letters.
  - Privacy Policy Checklist.
  - Checklist of what to include in a security incident response policy.
  - Cybersecurity checklist.
  - Council's internal register of processing activities.
- To give delegated authority to the Chairman and Clerk to work through the previously circulated
  - Personal Data Audit Questionnaire
  - Action Plan.

**21. Annual Review of the Clerk's Salary**

- To consider the 2018/19 National Pay Award. The Clerk is currently on SPC22

**22. Remembrance Day 2018**

- To receive any updates

**23. Parish Council meeting dates for 2018/19**

- To agree the Parish Council meeting dates for the forth coming years.

**24. Chatton News**

- To agree reports for Chatton News

**25. Any Other Urgent Business**

**26. Date of the next Parish Council Meeting TBC**

(Sgnd) Isabel Hunter  
Clerk to Tillside Parish Council