

SHUTLANGER PARISH COUNCIL

Councillors are hereby summoned and members of the public and press invited to the **ANNUAL** Meeting of the Council to be held on **Thursday 10th May 2018** following the Annual Village meeting which starts at 7.30pm in the Village hall, Main Road, to transact the following business

Item	
18-5-1	To receive nominations and ELECT THE CHAIR of the Parish Council for the year
18-5-2	Sign the ACCEPTANCE OF OFFICE forms by the Chair
18-5-3	CHAIRMAN'S ANNOUNCEMENTS
18-5-4	To receive and approve any APOLOGIES for absence, Councillor Olsson
18-5-5	i To determine any DISPENSATION REQUESTS
	ii To receive any DECLARATIONS OF INTEREST on items on the agenda
	iii To remind members of the requirement to update DECLARATIONS OF INTEREST Forms
18-5-6	Sign the minutes of the meeting held on 7th March 2018
18-5-7	To receive nominations and ELECT A VICE CHAIRMAN for the year
18-5-8	To consider, amend and adopt the following POLICIES OF THE COUNCIL
	a) Standing Orders B) Financial Regulations c) Risk Assessment
	d) Complaints procedure e) Terms of Reference for Internal Auditor
	f) Training Statement Of Intent g) Dignity at Work
	h) Freedom of Information Publication Scheme
18-5-9	To appoint an INTERNAL VERIFIER for the Council's Accounts
18-5-10	To appoint an INTERNAL AUDITOR for the Council's Accounts
18-5-11	To appoint an RESPONSIBLE FINANCIAL OFFICER of the Council
18-5-12	To appoint a representative to the VILLAGE HALL COMMITTEE
18-5-13	To appoint a representative to the PARISH PLAN GROUP
18-5-14	To fix the DATES OF MEETINGS OF THE PARISH COUNCIL for the year, being
	the second Thursday of each alternate month starting in January of each year or as
	otherwise designated by the Clerk such as it be necessary.
	12 July 2018, 13 September 2018, 8 November 2018, 10 Jan 2019, 14 Mar 2019, 9 May 2019
18-5-15	To receive any ITEMS MEMBERS OF THE PUBLIC WISH TO RAISE
18-5-16	PLANNING
	No submissions posted
18-5-17	To receive REPORTS as follows
	i Neighbourhood Watch
	ii Playing Field
	a) To determine the future management of the field
	b) To consider and approve expenditure of £90 to Andrew Gordon for Change of Clerk address with HM Land Registry
	iii Highways
	a) Any new issues to report
	b) Updates on previously reported issues
	c) Update on VAS sign outside 59 Main Road
	d) Feedback of issues raised last meeting relating to Showsley Road,
	e) Update on condition of Bakers Lane
	iv Lighting
	a) Any faulty lights to report
	b) Further consideration of possible upgrading of village lights
	c) Street Light re-numbering
	v Footpaths

		a) Any issues to report																																																																																																												
	vi	Other reports																																																																																																												
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		b) Defibrillator update and kiosk insurance cover																																																																																																												
		c) Council media policy considerations																																																																																																												
		d) To note information on GDPR																																																																																																												
		e) Consideration of issues raised by Councillor Roberts regarding village repair works																																																																																																												
18-5-18		FINANCE																																																																																																												
	i	a) To note the following payments made since the last meeting																																																																																																												
		b) It was RESOLVED that the following accounts be paid																																																																																																												
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	iv	To complete and sign the appropriate pages of the Annual Audit Return																																																																																																												
	v	To receive and adopt the receipts and payments account for 2017-18																																																																																																												
	vi	To agree Bank Mandate Change																																																																																																												
	vii	To receive and accept the findings of the INTERNAL AUDIT																																																																																																												
	viii	To review the councils INSURANCE COVER																																																																																																												
18.5.19		To consider and determine issues relating to the GENERAL DATA PROTECTION REGULATION																																																																																																												
	i	Consideration and adoption of the following documents																																																																																																												
		a) Councils Data Map b) Councils General Privacy Notice																																																																																																												
		c) Privacy Notice Staff, councillors and Role Holders																																																																																																												

		d) Data Breach Policy e) Data protection Policy
		f) Records Retention Policy
	ii	To sign NCALC agreement for the provision of a Data Protection Officer
	iii	To receive completed Data Compliance Checklists from all members
	iv	Consideration of secure off site data storage
18-5-20		To consider and agree the Councils updated ASSET REGISTER
18-5-21		CORRESPONDENCE
18-5-22		CONSULTATION DOCUMENTS / FEEDBACK
18.5.23		To consider and approve Website training for the Clerk
18.5.24		To Receive any ITEMS FOR THE NEXT MEETING AGENDA
18.5.25		DATE OF NEXT MEETING
		Thursday 12 JULY 2018 8PM

Julia Lindsay
CHAIRMAN
Dovecote House
Main Road
Shutlanger
Towcester
Tel 0777 1573696

John Scott
PARISH CLERK
2 Broadwater Lane
Towcester
NN12 6YF
Tel 07738 760618

Members of the public are welcomed at all meetings of the Council and opportunity to speak will be given at the appropriate time within the meeting.

Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days notice is given to the Parish Clerk of the intention.

Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.

Signed

JRScott

Date

03-May-18