**ST ANDREWS PARISH COUNCIL**

Parish Councillors are summoned to attend the Meeting of St Andrews Parish Council which will be held on Wednesday 29 November 2017 at 7.00pm at Redhouse Community Centre.



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Tracy Predeth MPA BA (Hons) FILCM

Locum Clerk to the Council

23 November 2017

Members of Public and Press are welcome.

**AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive and agree to accept apologies for absence.

2. **DECLARATION OF INTERESTS**

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.

3. **MINUTES**

To receive and approve the Minutes of the meeting of the Council meeting held on 11 October 2017.

4. **CHAIRMANS ANNOUNCEMENT**

To receive the Chairman’s Announcement.

5. **PUBLIC RECESS**

Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960

6**. AUTHORISATION OF ACCOUNTS**

To receive and agree the schedule of Accounts for payment.

7. **DRAFT BUDGET 2018/19**

To agree a date to consider the draft budget for the 2018/19 financial year.

8. **STAFF COMMITTEE**

To formulate a Staff Committee consisting of 5 members to meet 4 times a year or as necessary.

(This committee should include either the Chairman or Vice Chairman so that one is independent to sit on an Appeals Committee if necessary)

9. **PLANNING APPLICATIONS**

To make comment on Planning Applications received.

10. **COMMUNITY EVENTS**

To receive an update from the Community Events Working Party

11. **FUTURE DELIVERY OF THE PARISH INFORMATION**

To consider using a delivery service for future newsletter publications and fliers that the Council may produce at a cost of £25.00 per 1,000.

12. **SPEED WATCH**

To receive a brief from Cllr Ricketts with regard to Speed watch.

13. **EXCLUSION OF PUBLIC AND PRESS**

In view of the fact that Publicity would prejudice the public interest by reason of the confidential nature arising out of the business to be transacted in accordance with LGA 1972, Sch 12, para 10(2) (b) and 26 (2) (b). Members of the Public and Press are asked to withdraw.

14. **CONTRACT OF EMPLOYMENT AND STAFF HANDBOOK**

To receive and agree the Contract of Employment for the Clerk.

15. **APPOINTMENT OF CLERK AND RESPONSIBLE FINANCE OFFICER**

To officially appoint the new Clerk and Responsible Finance Officer on the above agreed Contract of Employment and Terms and Conditions to commence from 1 December 2017.

To agree to keep the Locum Clerk at her current hourly rate for approx 10 hours during December for any hand over support and to assist the Council with any high-level negotiations and advice.

16. **OMEGA TRANING**

To agree for the Clerk to attend Omega Accounts training.

17. **HR ASSISTANCE**

To agree to a quotation for professional HR Assistance.