



All councillors are summonsed to the Annual Meeting of Rothley Parish Council to be held in the Lecture Room of the Rothley Centre on Monday 21st May 2018 at 7.30pm to transact the following business.

Gail Newcombe
Clerk to Rothley Parish Council
14th May 2018

AGENDA

1. ELECTION OF CHAIRMAN
2. CHAIRMANS ACCEPTANCE OF OFFICE
3. TO RECEIVE APOLOGIES FOR ABSENCE
4. DISCLOSURES OF INTEREST – to receive declarations of interest to items on the agenda
5. ELECTION OF VICE CHAIRMAN
6. APPOINTMENT OF INTERNAL AUDITOR
7. APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND EXTERNAL ORGANISATIONS AND ELECTION OF CHAIRS TO COMMITTEES
 - i. Finance
 - ii. Planning
 - iii. Open Spaces
 - iv. Buildings & Premises (Village Hall, Rothley Centre, Pavillion)
 - v. Staffing
 - vi. Health & Safety
 - a. Publicity
 - b. Mountsorrel Liaison Committee
 - c. Soar Valley Liaison Committee

d. Harry Hames Cottage Charity

8. REVIEW OF THE FOLLOWING COUNCIL POLICIES

- i. Financial Risk Assessment
- ii. Complaints Procedure
- iii. Grievance Policy
- iv. Sickness and Absence Policy
- v. Disciplinary Policy
- vi. Code of Conduct
- vii. Equal Opportunities Policy
- viii. Financial Regulations
- ix. Standing Orders
- x. Health & Safety Policy
- xi. Risk Management
- xii. Action Plan
- xiii. Grant Awarding Policy
- xiv. Statement of Internal Control
- xv. Training & Development Policy
- xvi. Reserves Policy
- xvii. Model Publication Scheme

9. TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY
16th April 2018

10. POLICE REPORT (PCSO 6030 C Miller) – (Appendix 1) Monthly crime report circulated

11. PUBLIC PARTICIPATION – time set aside for residents to raise issues

12. BOROUGH COUNCILLORS REPORT (Cllrs L Hadji-Nikolaou and B Page)

13. COUNTY COUNCILLORS REPORT (P Osborne)

14. PLANNING (Appendix 2)

To receive the minutes of the Planning Committee Meeting held on 16th May and approve proposed responses to planning applications and consultations.

15. OPEN SPACES (Appendix 3)

To receive the minutes of the Open Spaces Committee Meeting held on 9th May 2018 and approve proposed resolutions as presented.

16. JULY MEETING – to consider adjourning

17. ROTHLEY CENTRE MANAGEMENT TRUST - P Hartshorn (Chair) – Update on resolution following Annual Parish Meeting held on 1st May 2018

18. FINANCIAL MATTERS

- a) To consider and approve the Internal Auditors Report
- b) To receive and approve the accounts for the Annual Governance Accountability Review (AGAR) for year ended 31st March 2018 to be submitted to the external auditor
 - i. To receive and approve section one of the Annual Governance Statement
 - ii. To approve section two of the Annual Governance Statement, the Accounting Statements
- c) To approve schedule of payments due for month (Appendix 4)
- d) Income and Expenditure against budget (Appendix 5)
- e) Cash Book Summary (Appendix 6)
- f) NJC Pay Award 2018
- g) To note receipt of first instalment of precept £61,000.00 and Grant element of £140.00 from CBC

19. DATE OF NEXT MEETING – **Monday 18th June at 7:30pm**