

Wilby Parish Council
www.wilbyparishcouncil.gov.uk

AGENDA

Chairman:
Stephen Borrett
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Clerk:
Vicky Smith
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Councillors are summoned to a meeting of Wilby Parish Council to be held on
Monday 20th May 2019, at Wilby CE (VA) School at 8pm
Members of the Public and Press are welcome to attend.

Please note, this is a public meeting and you may be filmed, recorded and published.

Copies of all council papers are available at: www.wilbyparishcouncil.gov.uk



Mrs Vicky Smith
Clerk

Dated: 15th May, 2019

The annual business to be transacted at the meeting is as follows:

001/19 Election of Chairman

002/19 Election of Vice Chairman

003/19 Opening Procedures

- a) Apologies and approval absence
- b) Declarations of interest from members
- c) Approval of the minutes from the Annual Meeting held on 21st May 2018

004/19 To adopt the NCALC Model Standing Orders

005/19 To adopt the Financial Regulations/Procedures

006/19 To adopt the Complaints Procedure

007/19 To adopt the Equal Opportunities Procedure

008/19 To adopt the Internal Controls Procedure

009/19 To adopt the Governance Risk Assessment

010/19 To adopt the Health and Safety Procedure

- 011/19**
- a) To re-appoint NCALC as Wilby PC's GDPO
 - b) To adopt Data Protection Policies and Procedures
 - c) To adopt Records Retention Policy V2
 - d) To adopt Data Breach Policy V3
 - e) To adopt a Freedom of Information Policy

012/19 To approve appointment of :
Planning Officer, Responsible Financial Officer, Community Safety Officer,
School Representative, Internal Controls Officer and Flood Councillor.

013/19 To approve payment of Chairman's Annual Allowance

The ordinary business to be transacted at the meeting is as follows:

014/19 Approval of the Minutes of the previous ordinary meeting on Monday 18th March 2019

015/19 Public Time*

- a) To receive comments from members of the public attending the meeting

016/19 Reports

- a) The Clerk's Report
- b) County/Borough Councillor
- c) Police

017/19 To discuss and agree the council's annual membership of:

- a) Northants CALC (renewal £323.82 which includes annual audit fee of £176)
- b) Northants ACRE (renewal £35)
- c) CPRE (new membership £36)

018/19 To discuss and agree the Annual Insurance renewal

019/19 To review the Council's responsibility in respect of the parish streetlights and resolve to take any action required

020/19 To receive the final costings of replacing the fixed speed sign:

- a) to approve the purchase
- b) to approve the grant application

021/19 Financial Matters:

- a) Balance at bank before payments and receipts have been deducted/included: £7383
- b) To receive and authorise the Receipts and Payments to 20th May 2019
- c) To approve the year-end accounts
- d) To receive the Internal Auditor's Report
- e) To complete and sign Governance Statement 2018-19
- f) To approve and sign Accounting Statement 2018-19

022/18 Planning

- To receive an update on new Planning Applications since last meeting
- a) WP/19/00222/REM

Date of next Parish Council Meeting, Monday 15th July, 2019 at 7:30 at Wilby CE (VA) School.

** Each member of the public can speak for a maximum of 5 minutes and this total Agenda item can last for a maximum of 30 minutes to enable the Parish Council to complete all the scheduled business.*