Colne Engaine Parish Council

www.colne-engaine.org.uk

DATE 3RD JUNE 2016

DEAR COUNCILLORS

MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND THE FORTHCOMING MEETING OF THE COLNE ENGAINE PARISH COUNCIL AT 8.00PM ON THURSDAY 9TH JUNE 2016 IN THE JUBILEE ANNEX OF COLNE ENGAINE VILLAGE HALL, FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA BELOW.



TERRY ROOTSEY

CLERK

AGENDA

1) **WELCOME AND APOLOGIES FOR ABSENCE.**

Councillor's reasons for absence to be approved by resolution.

2) **DECLARATION OF INTERESTS.**

To receive any 'Disclosable Pecuniary Interests or Non-Pecuniary Interests' relating to items on the agenda. Members of the Council are subject to the newly adopted code of conduct. Subject to sub-paragraphs 9.2 to 9.3 of the code of conduct where councillors have a Disclosable Pecuniary Interest, other Pecuniary Interest, or Non-Pecuniary Interest in any business of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification. Subject to the Code of Conduct if you are present at a meeting of the Authority or of any committee, and you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that interest you must not participate, or participate further, in any discussion, or participate in any vote, taken on the matter at the meeting and you must withdraw from the room where the meeting considering the business is being held unless you have received a dispensation from the Authorities proper officer.

3) **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**

The maximum time allowed for the public to participate as per the Colne Engaine Parish Council's Standing Orders is 15 minutes with each person being invited to speak for a maximum of 5 minutes. At the close of the item members of the public will no longer be permitted to address the Council unless the Chairman deems it appropriate and adjourns the meeting.

4) **DISTRICT & COUNTY COUNCILLORS, IF PRESENT, TO ADDRESS THE MEMBERS –** *FOR INFORMATION*

5) CONFIRMATION OF FULL COUNCIL MEETING MINUTES MEETING HELD ON 12TH MAY – *DECISION REQUIRED*

6) **CONSIDER MINUTES OF FINANCE COMMITTEE MEETING HELD ON 24TH MAY.** Committee members to sign as an accurate record.

7) **ADOPTION OF NEW FINANCIAL REGULATIONS** – *DECISION REQUIRED*

8) PLANNING APPLICATION 16/00774/FUL Re-building of roof to incorporate new attic level and general refurbishment at 17 Church Street CO6 2EX– *DECISION REQUIRED.*

9) FINANCIAL MATTERS – *DECISION REQUIRED*

a) Financial statements for May 2016.

b) Items as per May 2016 payment schedule to be approved for payment and signed

c) Budget information as at 31 May 2016 as prepared by clerk

d) Agree increase in Clerks salary with effect from 1st April 2016 as per 2016 – 2018 National salary award.

e) Members to approve 2015/16 income account, financial statement, receipts & payments account, bank reconciliation & balance sheet prior to submission to internal auditor. Chairman and RFO to sign as confirmation.

f) APPROVE RETURN TO EXTERNAL AUDITOR AS PREVIOUSLY APPROVED AND SIGNED BY INTERNAL AUDITOR. TO BE SIGNED BY CHAIRMAN AND RFO.

10) DISCUSS SURVEY OF BENCHES IN AND AROUND THE VILLAGE AND POSSIBLE ALLOCATION OF A BUDGET / RESERVE FOR THEIR MAINTENANCE. – DECISION REQUIRED

11) CONSIDER ACTION TO CLEAR BRAMBLES AND UNDERGROWTH TO RESTORE VIEW FROM BENCH ON PEBMARSH ROAD (on the village side of Booses Green) – DECISION REQUIRED.

12) CONSIDER ACTION TO BE TAKEN TO MAKE GOOGLE DRIVE MORE SECURE AND AMENDMENTS TO THE WEBSITE – DECISION REQUIRED.

13) PERSONNEL MATTERS

1) VILLAGE MAINTENANANCE MAN: MR C RACZI – UPDATE
2) CLERK: MR T ROOTSEY – UPDATE

14) **HIGHWAYS -** Consider any matters that need attention

15) **TO RECEIVE CHAIRMANS BRIEFING, CLERKS REPORT & COUNCILLORS REPORTS** (The clerks report has been circulated prior to the meeting for all members to read.) The Clerk, Chairman and Councillors will deliver progress report if applicable at the meeting.

16) FUTURE AGENDA ITEMS – *FOR INFORMATION*

17) DATE FOR NEXT MEETING – *FOR INFORMATION*

THIS NOTICE WAS ISSUED BY:
TERRY ROOTSEY
CLERK AND RESPONSIBLE FINANCIAL OFFICER TO COLNE ENGAINE PARISH COUNCIL,
3 BOX MILL COTTAGES
BOX MILL LANE, HALSTEAD CO9 2DR, E-MAIL clerk@colne-engaine.org.uk