



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 7th May 2019

Dear members

You are cordially summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 13th May 2019, at 7.00pm** at **NEW MEETING VENUE 1 Swift Way, off Westinghouse Way, Bowerhill, Melksham, SN12 6GX** to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
7. **Standing Orders:** To note Melksham Without Parish Council Standing Orders and consider if any updates are required (*amendments to stand adjourned for adoption at June Full Council meeting*)
8. **Declarations of Interest:**
 - a) To note requirement under Code of Conduct for Register of Interests to be displayed online (Melksham Without Parish Council & Wiltshire Council website)
 - b) To receive declarations of interest
9. **Parish Council Objectives:** To review Objectives for 2018/19 and set Parish Council Objectives for 2019/20

10. Appointment of Committees & Working Parties 2019/20

- a) To review and adopt revised "Committee Structure & Terms of Reference" document
- b) To appoint the following:
 - ii) Finance Committee
 - iii) Staffing & Resources Committee
 - iv) Highways & Streetscene Committee
 - ii) Planning & Policy Committee
 - iv) Asset Management Committee

11. Appointment of Organisation Representatives 2019/20

12. To note Dates for 2019/20 Council meetings

13. To consider Policy Review Timetable and further advice received at Networking Event 9th May

14. Public Participation

- 15. a) To approve the **Minutes of the Full Council** meeting held on 15th April 2019
- b) Arising from Min 531/18: To note additional funding for **Junior parkrun** project

16. Planning:

- a) To approve the Minutes of the **Planning Committee** meeting held on 29th April
- b) To formally approve Planning Committee Recommendations
- c) To consider funding consultants (jointly with Melksham Town Council) to finalise joint draft Neighbourhood Plan ready for Regulation 14 Consultation by beginning of July
- d) To consider next steps if Melksham Town Council do not agree to funding consultants

17. Finance:

- a) To note **Income/Expenditure** reports for April
- b) To appoint cheque signatories/online authority for April payments
- c) To approve delegated powers for the Finance Committee (20th May) to appoint an Insurance Provider and approve quotation and payment for Parish Insurance commencing 1st June
- d) To agree substitutes for Finance Committee 20th May to ensure quorate (if required)

18. **Shurnhold Fields:** To note the draft Minutes of the Shurnhold Fields Working Party 17th April and further correspondence

19. **Future parish council office accommodation:** To consider planning application and queries raised for Melksham Campus relating to parish council's own use

20. Community projects/partnership organisations:

- a) To consider taking part in Parliament Week 2 – 8 November 2019
- b) To consider supporting local Dog Fouling initiatives
- c) To receive feedback from SLCC/Wiltshire Council training and networking event 9th May
- d) To receive feedback from meeting with Principal Drainage Engineer, Wiltshire Council 8th May