



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 8<sup>th</sup> May 2018

Dear members

You are cordially summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 14<sup>th</sup> May 2018, at 7.00pm at Crown Chambers, 7 Market Place, Melksham, SN12 6ES** to consider the agenda below.

Yours sincerely

  
Teresa Strange, Clerk

### **AGENDA**

1. **Welcome, Housekeeping and Apologies**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To consider holding items in Committee (15b, 18a, 21a, 24a, 24b, 25a, 25b) 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*
6. **Councillor Vacancies:**
  - a) To note NO election called for Berryfield Vacancy
  - b) To note if election called for Bowerhill Vacancy (*deadline 11<sup>th</sup> May*).
  - c) To consider co-option procedure for Berryfield, and possibly Bowerhill, Vacancies
7. **Standing Orders:**
  - a) To note Melksham Without Parish Council Standing Orders 2017/18
  - b) To consider adopting NALC Model Standing Orders for 2018/19 following updated Standing Orders produced by NALC (*draft to stand adjourned for adoption at June Full Council meeting*)
  - c) To consider adopting the **Plain English Campaign** for written communication
  - d) To consider staff producing weekly round up of relevant press articles
8. **To adopt the following documents for 2018/19**
  - a) Melksham Without Parish Council Code of Conduct (*Wiltshire Council model*)
  - b) Melksham Without Parish Council Complaints Procedure (*SLCC model*)
  - c) Councillor Roles & Responsibilities (*WALC model*)

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9. **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
10. **Parish Council Objectives:**
- a) To review Objectives for 2017/18
  - b) To set Parish Council Objectives for 2018/19
11. **Appointment of Committees & Working Parties 2018/19**
- a) To review and adopt revised "Committee Structure & Terms of Reference" document
  - b) To appoint the following:
    - ii) Finance Committee
    - ii) Planning & Policy Committee
    - iii) Staffing & Resources Committee
    - iv) Asset Management Committee
    - iv) Highways & Streetscene Committee
12. **Appointment of Organisation Representatives 2018/19**
13. To note **Dates for 2018/19 Council meetings**
14. **Public Participation**
15. a) To approve the **Minutes of the Full Council meeting held on 23<sup>rd</sup> April**  
b) To approve **Confidential Notes to accompany Full Council Minutes**
16. **Planning:**
- a) To approve the Minutes of the **Planning Committee** meeting held on 30<sup>th</sup> April
  - b) To formally approve Planning Committee **Recommendations**
17. **Highway & Streetscene:**
- a) To approve the Minutes of the **Highways & Streetscene Committee** meeting held on 30<sup>th</sup> April
  - b) To formally approve Planning Committee **Recommendations**
18. **Office Relocation Working Parties:**
- a) To approve the Minutes of the Office Relocation Working Party Minutes, 25<sup>th</sup> April & 2<sup>nd</sup> May.
  - b) To formally approve Office Relocation Working Party **Recommendations**
19. **Flood Prevention meeting with residents:** To receive feedback from meeting 24<sup>th</sup> April
20. **Ex George Ward Playing Field Working Party:** To approve Minutes if available and receive feedback on next steps.
21. **Finance:**
- a) To note NALC Briefing Note: **2018/19 National Salary Award**
  - b) To note **Receipts and approve Accounts** for payment
  - c) To approve delegated powers for the Finance Committee to appoint an Insurance Provider and approve quotation and payment for Parish Insurance commencing 1<sup>st</sup> June
  - d) To note Internal Audit rescheduled to Weds 16<sup>th</sup> May

## 22. New Data Protection Regulations:

- a) To note:
  - i) NALC Briefing Note: Information Commissioner's Office Statement on the General Data Protection Regulation
  - ii) Wiltshire Council Briefing Note
  - iii) SLCC Briefing Note
- b) To adopt SLCC model policies/procedures following advice from parish council's Data Protection Officer:
  - i) Information & Data Protection Policy
  - ii) Retention and Disposal Policy
  - iii) Subject Access Request Form
  - iv) Model Data Audit Schedule (*advice sought on timing*)
  - v) Privacy Notice
  - vi) Councillor Privacy Notice
  - vii) Email contact Privacy Notice
  - viii) Data Security Breach Reporting Form
- c) To consider subscribing to Office 365 for all Councillors to have dedicated email address and cloud access
- d) To consider registering all councillors as Data Controllers with the ICO

## 23. Joint Ventures/Partnership Working:

- a) To receive feedback from "Age Friendly" meeting and agree future actions
- b) To note joint "anti dog fouling" campaign with Melksham Town Council
- c) To consider organising activities during Parliament Week (*Nov 2018*)
- d) To note Community Policing Team report for May
- e) To receive information about "Town Digital Hub" and consider investigating further

## 24. Staffing & Resources:

- a) Update on return to work for current staff member off sick.
- b) Feedback following Clerk appraisal (27<sup>th</sup> April)

## 25. Legal Proceedings:

- a) To note latest action regarding access track at Berryfield Allotments
- b) To note feedback from Site Meeting re: boundary at Shaw Playing Field and consider next steps

## 26. General Correspondence to note:

- a) Wiltshire Council Briefing Notes:
  - 348: Electoral Review of Wiltshire Council – Update Consultation on new division boundaries
  - 350: Recruitment of foster carers
  - 351: Update on transformation of adult social care services
  - 352: Termination of free of charge waste collection services from halls, meeting rooms or social clubs
  - 353: UK Youth Parliament 2018 elections and activity
- b) Wilts & Berks Canal Trust Land purchase near **Queensfield Farm Press Release**
- c) Invitation to **CPRE Wiltshire AGM**
- d) Melksham Railway User Group – Minutes of AGM & April meeting