



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 12th June 2018

Dear members

You are cordially summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 18th June 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, Announcements & Housekeeping**
2. To receive **Apologies** and consider approval of reasons given.
3. a. To receive **Declarations of Interests**
b. To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered
4. To consider holding items in **Committee (17a, b) 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
5. a. To adopt **Standing Orders** for 2018/19 based on NALC model
b. To review the appendices of the adopted **Code of Conduct**
6. **Public Participation**
7. To consider applications for **co-option** of new councillors for 2 vacancies (1 Bowerhill Ward, 1 Berryfield Ward) and appoint for co-option
8. To consider making further additions to the **Committees, Working Parties & Organisation Representatives for 2018/19**
9. a. To approve the **Minutes of the Annual Council** meeting held on 14th May
b. To approve **Confidential Notes** to accompany Minutes
10. **Planning:**
 - a. To approve the Minutes of the **Planning Committee** meetings held on 21st May & 11th June
 - b. To formally approve Planning Committee Recommendations
 - c. To note venue of next Planning Committee meetings

Serving rural communities around Melksham

11. Finance & Audit:

- a. To approve the Minutes of the **Finance Committee** meeting held on 21st May
- b. To formally approve Finance Committee **Recommendations**
- c. To note receipt of **Finance Regulations** for 2018/19 based on NALC model
- d. To consider correspondence from **Insurance Brokers** on "Dishonesty" cover and approve any additional expenditure
- e. To note **Chair's Allowance** for 2018/19
- f. To note **Receipts and approve Payments & Bank Transfers**
- g. To consider **Internal Auditor's** report for year ending 31st March 2018
- h. To consider, approve and sign Section 1 of **External Audit Annual Return** for year ending 31st March 2018 (**Governance Statement**)
- i. To approve and sign Section 2 of **External Audit Annual Return** for year ending 31st March 2018 (**Accounts Statement**)
- j. To approve and sign **Statement to Accompany Year End Accounts** for year ending 31st March 2018.
- k. To approve report on Parish Council's compliance to the **Local Government Transparency Code 2015**
- l. To note **Data Protection** Officer update.
- m. To note **Council Tax and Precept** rates nationally

12. Asset Management:

- a. To approve the Minutes of the **Asset Management Committee** meeting held on 11th June
- b. To formally approve Asset Management **Recommendations**
- c. To note date of new Asset Management Committee meeting
- d. To receive update on refurbishment of **Hornchurch Road** play area

13. To note draft minutes of the **Shurnhold Fields Working Party** meeting held on 4th June

- a. To consider feedback following meeting with **MP Michelle Donelan**, 8th June
- b. To consider correspondence regarding **anti social behavior and police response**

15. Highways & Streetscene:

- a. To consider feedback following consultation with local councils re: **real time information on buses** and agree next steps including possible CIL (Community Infrastructure Levy) request to Wiltshire Council
- b. To consider correspondence regarding two new Rights of Way applications (Woodrow)

16. Community projects:

- a. To consider corresponding with Wiltshire Council regarding impact on residents on closure of Christie Miller
- b. To consider conducting consultation exercise in Beanacre regarding interest in first time sewerage
- c. To consider attending "Tackling Loneliness and isolation in the Melksham Community area" event
- d. To note feedback from WWMF (West Wilts Multi Faith) engagement meeting
- e. To consider Notes from Health Forum 10th May
- f. To consider hosting Textile Bank Collection Banks in the parish

17. Staffing & Resources: *(In Committee)*

- a. To note report on employee sickness absence
- b. To note report on employee leaver status