



Website: <http://whitwickpc.leicestershireparishcouncils.org>

To: The Chairman and Members of Whitwick Parish Council

6 May 2013

Dear Councillor

I hereby summon you to attend the **Annual Meeting** of the **Whitwick Parish Council** to be held on **Thursday, 16 May 2013** at **St John the Baptist C of E School, Parsonwood Hill, Whitwick** for the purpose of transacting the following items of business. The meeting will follow on from the Annual Parish Meeting which commences at **7.00pm**.

Yours faithfully

Clerk to the Council

AGENDA

- 1. ELECTION OF CHAIRMAN**
- 2. APPOINTMENT OF DEPUTY CHAIRMAN**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTEREST**

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a '*disclosable pecuniary interest*' (in which case you must leave the meeting while that item is under discussion) or a '*disclosable non-pecuniary interest*' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

Clerk to the Council: *Phil Ellis CMA APDipPR, 16A Foan Hill, Swannington, Coalville, Leics LE67 8RD*
(tel: 07787 588760)(e.mail:clerk@whitwickpc.org.uk)

5. PUBLIC QUESTION AND ANSWER SESSION

6. MINUTES

To approve the minutes of the previous meeting held on 18 April 2013 (copy attached)

7. APPOINTMENT OF COMMITTEES

To reappoint the following for 2013/14:

(a) **Staffing Committee** with delegated powers to institute disciplinary procedures and hear grievances. The membership in 2012/13 was Councillor Woodward (Chairman) and Councillors Colledge and Weaver.

(b) **Appeal Committee** with delegated powers to hear and decide on appeals lodged. The membership in 2012/13 was Councillor Howe (Chairman) and Councillors Barker and Easom.

8. AUDIT OF ACCOUNTS 2012/13

(a) Internal Auditor's Report

The full 21 page report by Richard Willcocks of Redwood Pryor, the Council's appointed Internal Auditor, for the financial year ended 31 March 2013 is available on the Financial Information page of the Council's website.

The 'Results' section of the Report reads:

"Overall the council has good controls in place, covering the key financial systems, with appropriate books of account being kept throughout the year. Expenditure payments were supported by invoices, approved and VAT properly applied. Expected income was fully received, properly recorded and promptly banked. The payroll was operated correctly and statutory deductions and returns made on time to HMRC.

The previous year's internal audit was the first following the formation of the council. Whilst most of the internal controls were more than satisfactory a number of recommendations were made last year which would be considered as 'Opportunity For Improvement' (OFI's), rather than addressing areas of major concern. It is therefore pleasing to report that the Clerk, supported by the Assistant Clerk, have reviewed and implemented all of these recommendations. The one recommendation made below is also considered to be an OFI, which need only to be considered for action when online payments are actually introduced.

In summary, this report again reflects very positively on the quality and standard of work of both the Clerk and the Assistant Clerk."

The one recommendation is:

“That with the implementation of payments by online banking, the procedure outlined in section 5.3 (Are security controls over cash and near-cash adequate and effective?) is clearly adhered to ensure the continued safeguarding of public money.” (high priority – responsibility of Clerk and Council)

Recommended:

(i) That the report be received and the recommendation contained be adopted

(ii) That Richard Willcocks/Redwood Pryor be engaged as the Council’s Internal Auditor for 2013/14 at a fee of £165 excl VAT plus 45p per mile travelling expenses.

(b) Accounting Statement 2012/13

To approve the Accounting Statement for 2012/13 (copy attached)

(c) Annual Governance Statement

To complete the Annual Governance Statement to 31 March 2013. It is the responsibility of the Council as a whole to answer the questions contained in the Section 2 form attached.

(d) Annual Review of System of Internal Control

The Council has previously made the Chairman responsible for checking and verifying the figures contained in the quarterly financial statements presented to the Council.

9. ANNUAL REVIEW OF POLICIES AND PROCEDURES

To review the following (these have all been approved by the Council within the past year and copies are available to view on the website):

- **Standing Orders**

Recommended: Replace the whole of Section 2 as follows:

2. Code of Conduct

2.1 All councillors shall observe the Code of Conduct adopted by the Council

2.2 All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office or when made available by the Monitoring Officer, whichever is the sooner.

2.3 Councillors with a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting must disclose the interest to any meeting of the council and may (i) make representations, (ii) answer

questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

2.4 Councillors who have a Disclosable Non-Pecuniary Interest may remain in the meeting, speak and vote on the matter unless to do would compromise their impartiality or any other obligations set out in the Code of Conduct.

- **Financial Regulations**

Recommended:

No change but to note that Section 11.3 – may need to refer/make exception for grounds maintenance expenditure (in accordance with the terms of the Parish Council's Creation Order) when land and charity transfers are complete

- **Risk Assessment**

No change recommended at present. However, this will require formal review when land and charity transfers complete.

- **Asset Register**

No change recommended at present. This will require updating and publishing when land and charity transfers complete

- **Freedom of Information Publication Scheme**

Recommended: Update Clerk's contact details. No other change recommended. This Scheme may require review when land and charity transfers are complete

- **Media Policy**

Recommended: Amend Section 2.1 (c) by deleting the words "*(which incorporates the provisions and requirements of the National Model Code of Conduct set out in Statutory Instrument 2007 No. 1159)*"

- **Disability Discrimination Policy**

Recommended: Remove and replace with Equality Policy (draft attached)

- **Complaints Procedure**

No change recommended.

- **Community Grants Policy**

Recommended:

Section 2: To reflect S.137 of the LGA 1972, Insert and replace with the following text after the word 'inhabitants':

Local groups and organisations are eligible to apply provided the money is to be used for the direct benefit of the parish or part of the parish and to some or all of its inhabitants. Each application will be considered on its merits and any grant or donation will be commensurate with the expenditure to be incurred. Evidence of the extent of services provided within the parish may be sought. When determining applications, the Council will have regard to section 137 of the Local Government Act 1972 except where an alternative regulation is more appropriate.

Exclusions

Remove *schools* as an exclusion (as this is covered under S.137's statutory responsibility exclusion) and Add *political parties*

For clarification, add at the end: For information, under s.137(3) of the LGA 1972, contributions may be made to UK charities which do not have to bring any direct benefit to the council's area or to its inhabitants

- **Staff Disciplinary and Grievance Procedures**

No change recommended.

- **Health and Safety Policy**

No change recommended, although this will require review when land and charity transfers are complete

- **Protocol For Conduct Of Chairman**

No change recommended

10. SCHEDULE OF MEETINGS 2013/14

The Council has previously agreed the following meeting dates for the coming year:

4 July, 29 August, 17 October, 5 December, 23 January, 20 March, 8 May (Annual)

11. TRAFFIC MATTERS

To consider a letter from Mr James Worth (copy attached)

12. PLANNING MATTERS

(a) Applications

The Council has been consulted by NWLDC on the following application:

13/00334/FUL – Erection of 2 single storey dwellings and garaging – rear of 37 Silver Street, Whitwick

(Previously notified by e.mail as closing date for objections has passed)

(b) Decisions

NWLDC has now **permitted** the following applications:

13/00115/FUL – Erection of canopy with glazed roof to rear elevation – 25 Carterdale, Whitwick

13/00149/FUL – Demolition of existing garage and erection of detached house (revised scheme) – 35 Silver Street, Whitwick

(c) NWLDC Core Strategy – Significant Changes Consultation

NWLDC's Core Strategy is the Development Plan Document which sets out the strategy, vision, objectives and policies for the District up to 2031.

A previous consultation on the Core Strategy was undertaken in 2012 and as a result of the NPPF and responses received NWLDC is proposing to make a number of 'significant' changes to the Core Strategy. All of the proposed changes have been subject to a revised Sustainability Appraisal and a revised Habitats Regulations Assessment.

NWLDC is now inviting views on the proposed 'significant' changes to the Core Strategy and the updated Sustainability Appraisal and Habitats Regulations Assessment. Representations made to previous consultations will be considered by the Planning Inspector and should not be re-submitted. This consultation closes on 24 May 2013.

The 37 page Schedule of Proposed Significant Changes has been posted on the Reports page of the Parish Council's website. All other documentation can be viewed on NWLDC's website at www.nwleics.gov.uk/pages/core_strategy_2013.

13. COMMUNITY QUESTIONNAIRE

To consider initial responses submitted by the end of April (to be emailed to members when available). The winner of the £50 prize selected from the responses using a random number selector programme will be reported at the meeting.

14. ACCOUNTS FOR PAYMENT

To approve the following payments:

Redwood Pryor – Internal audit - **£212.40**

P J Ellis – Expenses (mobile phone top up: £20, printer ink: £39.89) - **£59.89**

Rural Community Council (Leics & Rutland) – Membership 2013/4 - **£40.00**

Rural Community Council (Leics & Rutland) - Writing questionnaire - **£800.00**

Society of Local Council Clerks – Clerk’s annual membership - **£114.00**

15. INSURANCE 2013/14

To consider quotations for insurance cover from 1 July 2013 (to follow)

Members are requested to consider the following item as confidential as it relates to named individuals and the financial affairs of an external body

16. WHITWICK YOUTH CLUB

To consider the report of the Clerk (copy attached)

Date of next meetings: 6 June (Special Meeting) and 4 July