



OLD PARISH COUNCIL

Chairman: Colin Smart Clerk:

**To all members of the Parish Council:
You are hereby summoned to Annual General Meeting of Old Parish Council to be held on
Wednesday 8th May 2019 at 7:30PM in the Community Centre, Townson Close, Old**

AGENDA

- 1/5/19 Election of Chairman and signing of the 'Declaration of Acceptance of Office'
- 2/5/19 Election of Vice Chairman
- 3/5/19 To accept apologies and approve reasons for absence
- 4/5/19 Declarations of Interest: To receive any declarations of interest under the Councils Code of Conduct related to agenda items
- 5/5/19 Representations from members of the public
- 6/5/19 Minutes: to approve the minutes of the meeting held 10th April 2019
- 7/5/19 Matters Outstanding

Agenda item	Who	Action Point
18/2/19	NM	Playground Inspection for Feb to Clerk .
7/4/19	NM	Playground Inspection for Apr to Clerk .
9/3/19	CS/SG	Install Speed Monitor when Posts Avail
10/3/19	SG	Inform Daventry of new Bins & confirm if additional cost to empty – Dog Poo Bin to be emptied ASAP.
10/4/19	CS/CB	CS Ensure Advert gets published for new Clerk and on Notice Boards
10/4/19	CS	Continue Clerk Role and "Sorting" paperwork
14/3/19	CS	Policy Review Timetable to be issued
13/4/19	CS	To request P Dicks aid in cleaning signs and play equip.
12/4/19	CS	Chase Lighting Quotes
14/4/19	All	AGM attendance confirmed and Report comments
15/4/19	CS	Arrange ROSPA inspection
17/4/19/3	SG	Oversight of Financials
17/4/19/5	CS	Confirm to Came and Co to proceed to get quotes
17/4/19/6	CS/	Carry Out Audit of Fixed Assets

- 8/5/19 Completion of statutory forms for Councillors and acceptance of Resignation of J Robson
- 9/5/19 Planning: To receive updates and agree any actions
- 10/5/19 Playground: To receive latest inspection
- 11/5/19 Community Defibrillator – To receive inspection report
- 12/5/19 Mobile Speed Cameras – Status
- 13/5/19 Recruitment of new Parish Clerk - Status
- 14/5/19 Policy Review
 - a. Review and adoption of
 - i. Effectiveness of internal audit
 - ii. Internal Audit Plan
 - b. Review and adoption of standing orders and financial regulations
- 15/5/19 Street Lighting Replacement
- 16/5/19 Village Tidy
- 17/5/19 Village APM
- 18/5/19 Playground Inspection (ROSPA)
- 19/5/19 NCALC Membership
- 20/5/19 Correspondence
 - a. Towcester Mayors Ball
 - b. Friday mini eUpdate - 26/04/19 – Section 137 / AGM procedures
 - c. Media Release: Special offers to encourage county residents to get composting
- 21/5/19 Internal Audit Report
- 22/5/19 Finance
 - 1) Receive financial report and bank reconciliation and to review performance against budget and to agree any actions
 - 2) To Review and agree the 2018-19 accounts and supporting documents.
 - 3) To review financial year 2019/2020 Actual versus budget
 - 4) To approve list of payments
 - 5) Insurance Renewal quote
 - 6) Asset Register Review

New
Expense

To Approve Expenses Totalling £ 902.02

<u>Invoice Date</u>	<u>Purpose</u>	<u>Payee</u>	<u>Inv/ Ref</u>	<u>Meeting Date</u>	<u>Account</u>	<u>Cheque No</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
13-03-19	Printer Cartridges	C Smart (Currys)		08-05-19	General expenses	957	£ 31.62	£ 6.32	£ 37.94
16-04-19	NCALC Subscription	NCALC	7557	08-05-19	Annual subscriptions	958	£ 461.84	£ -	£ 461.84
19-03-19	Street Light Maint	EON	900000	08-05-19	Street light maintenance	959	£ 115.85	£ 23.17	£ 139.02
21-04-19	Street Light Power	SSE		08-05-19	Street light electricity supply	DD			tbc
03-05-19	Grass Cut	Maximow	1963	08-05-19	Grass cutting/ground maint	960	£263.22	£ -	£263.22

23/5/19 Reports - to receive reports and make resolutions (if required)

- a. Trustee Representative
- b. Police and Neighbourhood Watch Co-ordinator
- c. Highways Representative
- d. Parish Councillors

24/5/19 Forthcoming Meeting 2019 – 12th June

Meeting dates for 2019 – 10th July, 11th September, 9th October, 13th November, 11th December.