

# WEST KNOYLE PARISH COUNCIL

**Parish Clerk – Mrs. L. C. Wood**

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15<sup>th</sup> May 2019

Dear Councillor,

Your attendance is requested for the Annual Parish Council meeting to be held on Tuesday, 21<sup>st</sup> May 2019 immediately after the Annual Parish Meeting, in West Knoyle Village Hall

Yours sincerely,

Mrs. L. C. Wood,  
Parish Clerk.

## AGENDA

**1. To elect Chairman of West Knoyle Parish Council for 2019/20 and to receive the Chairman's Declaration of Acceptance of Office**

**2. To elect Vice-Chairman of West Knoyle Parish Council for 2019/20 and to receive the Vice-Chairman's Declaration of Acceptance of Office**

**3. To receive any declarations of interest from Members and to consider requests for new DPI dispensations.**

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the West Knoyle Parish Council Code of Conduct for Members and by the Localism Act 2011.*

**4. Public Session**

*This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).*

**Please Note:** By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

**5. To receive apologies for absence.**

**6. To fill Councillor Vacancy by co-option.** Candidates to date are:

Yvonne Beavan  
Marcus Randall

**7. Minutes – To approve Minutes of Parish Council meeting held on Tuesday, 12<sup>th</sup> March 2019**

**8. To appoint/re-appoint Internal Auditor**

**9. To review Committee Structures and to appoint members, decide terms of reference etc.**

**10. To appoint/re-appoint representatives to outside bodies/organisations:**

<b>Organisation</b>	<b>2018/19 Representative</b>
Footpaths & Rights of Way	Cllr. Tony Davis
Neighbourhood Watch & Bobby Van	The Council
Transport	Cllr. A. Filleau
Village Hall	Cllr. Mrs. Jinny Brockway
South West Wiltshire Community Safety Partnership	Cllr. Mrs. Jinny Brockway
Parish Steward	Cllr. Tony Davis
Area Board	Chairman & Vice-Chairman

**11. To review bank accounts and signatory arrangements.**

**12. Matters Arising**

- a) Operation of telephone box for books & fruit & veg swap shop
- b) Stoney Bridge Residents Group parking scheme – update on grant application & report on meetings held
- c) Report on Community Litter Pick

**13. Planning**

**14. Highways, Rivers, Footpaths & Transport**

- a) Highway & footpath issues for parish steward

**15. Play Area**

- a) Play Area maintenance & equipment repairs

**16. Finance, Policy & Resources**

- a) To review the Council asset register
- b) To assess risks facing the council and review of insurance provision & review the effectiveness of the systems of internal control.
- c) Audit of Accounts

Annual Governance & Accountability Return 2017/18 – Part 2

- i) Certificate of Exemption – To confirm that West Knoyle Parish Council meets the qualifying criteria to be exempt from a limited assurance review by the external auditor and to RESOLVE to certify West Knoyle Parish Council “exempt” from External Audit.
  - ii) Annual Internal Audit Report
  - iii) Annual Governance Statement 2018/19
  - iv) Accounting Statements 2018/19
  - v) Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return
- d) To approve the following payments:

Community First Trading	(Local Council Insurance renewal)	287.91
Wiltshire Association of Local Councils	Annual Subscription 2019/20	63.49
Mere & District Linkscheme	Section 137 Donation	80.00
Mere Matters	Section 137 Donation	80.00
Citizens Advice Bureau (Wiltshire)	Section 137 Donation	60.00

T. J. Thornley	Quarterly Website updates	25.00
Information Commissioner's Office	Data Protection Fee	40.00 ??
L. C. Wood	Payroll – Salary Q1	168.00
HMRC	PAYE – Q1	42.00
Rob Pearce Ground Maintenance	Grass cutting in Playing Field	????
Mere Town Council	Contribution towards office	78.00
R. G. Curtis	Hedgetrimming at playing field	79.20

e) Purchase of Speed Indicator Device

f) Request for grant support from West Knoyle Social Club to help towards roof replacement over bar/toilet area of Village Hall.

### 17. General Items

a) West Knoyle History (previously forwarded to Councillors via email 28.3.19)

### 18. Forthcoming Meetings/Events

- South West Wiltshire Area Board Meeting – Thursday, 4<sup>th</sup> June 2019 at 6.30 p.m. at Nadder Centre, Weaveland Road, Tisbury. (To include debate on the topic of local drug and alcohol misuse).

*Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.*