

MELMERBY PARISH COUNCIL

*Provisional Locum Clerk: John Fleming, Fell View, Blencarn, Penrith, Cumbria, CA10 1 TX
Tel 07768 468 634 melmerbypc@gmail.com.*

To the Members of Melmerby Parish Council

You are summoned to attend the inaugural Annual General Meeting and May meeting of Melmerby Parish Council to be held at 7.45pm on **Thursday 9th May 2019** in Melmerby Village Hall



John Fleming

Acting Parish Clerk

Agenda

1. Election of Chairman for 2019/2020

To elect a Chairman and receive his/her Declaration of Acceptance of Office

2. Election of a Vice-Chairman for 2019/2020

To elect a Vice-Chairman and receive his/her Declaration of Acceptance of Office

New Chair to welcome newly elected Councillors and Public to this inaugural meeting of Melmerby Parish Council.

3 Councillors to complete 'Declaration of Acceptance' forms and to take away for completion 'Register of Interest' forms.

4 Apologies

5 Declarations of Interest

To receive declarations of the existence and nature of any private interest, both disclosable and pecuniary and any other resistible interests, in any matter to be considered or being considered.

6 Local Concerns

To Consider issues raised by the public and Councillors at the previous Annual Parish Meeting under Public Participation.

7 District Councillors Report

8 County Councillors Report

9 Melmerby Parish Council – Documentation.

To consider and adopt or to defer adoption to a later meeting the following, which are all up to date and having been produced in close co operation with CALC.:-

- 9.1 Appraisal Policy
- 9.2 Standing Orders
- 9.3 Complaints Procedure
- 9.4 Code of Conduct (Calc model)
- 9.5 Data Breach Policy
- 9.6 Disciplinary and Grievance Policy

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- 9.7 Equal Opportunities Policy
- 9.8 Financial Regulations
- 9.9 Freedom of Information Policy
- 9.10 Grant Award Policy and Application Form
- 9.11 Health and Safety Policy Document
- 9.12 Data Protection Policy
- 9.13 MPC Diversity Pledge
- 9.14 MPC GDPR Councillor Check List
- 9.15 MPC GDPR Website Compliance Statement
- 9.16 MPC Privacy Notice
- 9.17 MPC Subject Access Request Form
- 9.18 Press and Media Policy
- 9.19 Protocol Recording and Filming of Meetings
- 9.20 Retention of Documents Policy
- 9.21 Asset Register
- 9.22 Risk Management Policy & Protocol
- 9.23 Financial Regulations
- 9.24 Data Protection Policy

10 Approve Insurance Arrangements

11 Finance (All figures including Vat)

11.1 To confirm Banking Arrangements

11.2 Financial Asset Transfer

To confirm the transfer of £7901.01 financial assets from (old) Ousby Parish Council to Melmerby Parish Council

11.3 Precept - To Note Receipt of 2019/2020 Precept of £4500.

11.4 Opening Bank Position – To confirm

11.5 Accounts to Approve for Payment

	£
11.5.1 To Ousby Parish Council Contribution towards Locum Clerk's April Fee.	110.00
11.5.2 D Tec 3 X Memory Sticks and wiping of computer data	72.60
11.5.3 CALC Subscription 2019/2029	106.93
11.5.4 Acting Clerks Expenses – 6/3/19 – 9/5/19	40.61

11.6 Melmerby Village Hall – Annual room hire fees. – To discuss.

12 Appointment of Parish Clerk and Responsible Financial Officer.

13 Appointment of a Website Provider.

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14 Planning Matters

19/0260 Melmerby Mill – Melmerby – Erection of replacement Agricultural Building
To Discuss

19/0121 Churnside, Melmerby Conversion of redundant barn. To provide two
local occupancy dwellings plus additional parking Supported

19/0159 – Churnside Farm Barns, Melmerby - Erection of 4 local occupancy dwellings
Supported with qualifications regarding access track.

15 Highways and Land Matters - There are none

16 Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents.

*Note: no decisions can be made on these matters but they may be placed on a
future agenda of the Council*

17 Correspondence

To consider correspondence received since the last meeting and take necessary action.

17.1 CCC' Working Together' project

18 Date and Venue of Future Meetings

Provisional

Tuesday 30th July 2019

Tuesday 24th September 2019

Tuesday 26th November 2019

Tuesday 28th January 2020

All Meeting to be held in Melmerby Village Hall, commencing at 7.30pm