



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: Members of the Yaxley Parish Council

Sir/Madam

You are hereby summoned to attend the **Annual Meeting of Yaxley Parish Council** to be held on **Tuesday 10th May 2015 at 7.00 pm** in the **Council Chambers**.

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

4th May 2016

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- FC1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**
- FC2. ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**
- FC3. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- FC4. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- FC5. MINUTES**
To approve as a correct record the Minutes of the meeting of full Council held on Tuesday 12th April 2016 - attached.
- FC6. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- FC7. COMMITTEE REPORTS**
To receive the draft Minutes of the Planning Committee held on 12th April 2016 (attached).
- FC8. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS**
To adopt the amendments and recommendations made by the Working Party – report attached.



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FC9. MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES

FC9.1 Community Facilities committee (12 Members)

FC9.2 Planning Committee (8 Members)

FC9.3 Property Committee (12 Members)

FC9.4 Personnel Committee (8 Members)

NB A meeting of the Planning Committee will follow this meeting.

FC10. APPOINTMENT TO WORKING GROUPS

To appoint Members to serve on the Policies and Procedures Working Group (6 members);

FC11. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES

To consider membership of other bodies – report attached.

FC12. COMMUNITY INFRASTRUCTURE LEVY

To note the receipt of CIL payments – report attached.

FC13. ACTUAL V BUDGET REPORT

To receive and note the Budget Report as at 31st March 2016.

FC14. FINANCIAL STATEMENTS FOR YEAR ENDING 31ST MARCH 2016

To receive and approve the Financial Statements for the year ending 31st March 2016 and authorise the Chairman and RFO to sign them (*the figures for the Annual Return can be found on page 2*) – statement attached.

Please note that the Finance Officer will not be attending the meeting so any queries should be sent to her in advance.

FC15. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2015/16

Prior to signing the Annual Return, Members must review the effectiveness of the Internal Audit Process – an analysis is attached.

FC16. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31ST MARCH 2016.

(a) ANNUAL GOVERNANCE STATEMENT 2015/16

To approve the Annual Governance Statement by resolution and to authorise the Chairman and RFO to sign the document. (*the Annual Governance Statement must be approved before the accounting statements*).

(b) ACCOUNTING STATEMENTS 2015/16

To approve by resolution the accounting statements and to authorise the Chairman to sign them.

A copy of the Annual Return is attached to the Agenda.



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- FC17. GRASS CUTTING AGREEMENT WITH CAMBRIDGESHIRE COUNTY COUNCIL**
To receive a report of the Clerk (attached).
- FC18. DIGITAL MAPPING SOFTWARE**
To consider the purchase of mapping package to undertake tree stock survey (report attached).
- FC19. AWARD OF GRANT TO NEIGHBOURHOOD WATCH FOR USE OF FACILITIES**
To consider awarding a grant for the use of the Owen Pooley Hall by the Neighbourhood Watch, the Group would like to meet fortnightly for a maximum of 2 hours per meeting (*normal hire charge would be £13.50 per hour*).
- FC20. POLICE MATTERS**
To receive a report on crimes reported during April (attached).
- FC21. BANK RECONCILIATION STATEMENT**
To receive a bank reconciliation statement as at 30/04/2016 (copy herewith).
- FC22. ORDERS FOR PAYMENT**
To receive and approve the schedule of Orders for Payment to date (copy herewith).
- FC23. REPORTS FROM REPRESENTATIVES**
- FC24. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- FC25. INSURANCE**
To confirm appointment of AON UK Limited for the forthcoming year and to note a report by the Clerk regarding insurance matters – attached.
- FC26. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Forthcoming meetings:

24th May 2016 – Planning Committee (7.00pm) followed by the Community Facilities Committee

14th June 2016 – Full Council (7.00pm) followed by the Planning Committee.

**Cut off time for the meeting is 21.30
THE PUBLIC AND PRESS ARE ALWAYS WELCOME**