



Kingsmead Parish Council  
231 Hartford Road  
Davenham  
Northwich  
Cheshire  
CW9 8JT

Clerk: Jo O'Donoghue  
Telephone: 01606 41862  
E-mail: clerk@kingsmeadpc.org.uk

Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held at  
**KINGSMEAD PRIMARY SCHOOL**  
on Monday 21<sup>st</sup> May 2018 at 7.30pm

---

**1. To receive Apologies**

**2. Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

**3. Public Open Forum**

Members of the public are invited to address Councillors and raise issues of concern (15 minutes)

**4. Police Report**

- a) To note report
- b) To agree action to be taken

**5. Approval of Minutes**

- a) To approve and sign Minutes of the Council Meeting held April 2018
- b) To approve and sign Minutes of the Finance Committee Meeting held 14<sup>th</sup> May 2018

**6. Councillor Co-option**

- a) To note application for current councillor vacancy
- b) To approve action/co-option

**7. Finance and Administration**

- a) To approve and sign bank reconciliation April 2018
- b) To note and approve recommendations from the Finance Committee Meeting held 14<sup>th</sup> May 2018
- c) To note response received from Prism Ltd in respect of clock tower lights and agree action
- d) To approve accounts for payment May 2018
- e) To note the increase in play area inspections from £30 to £33 per play area per visit (9 in total)
- f) To note progress against budget
- g) To note Local Government Association agreed salary increase 2018-2020
- h) To note action taken from the previous meeting and any outstanding actions to be processed
- i) To note activity tracking sheet

**8. Standing Orders**

- a) To note advice received from National Association of Local Councils with regard to revised Standing Orders
- b) To approve Standing Orders as circulated by the Clerk prior to the meeting

**9. 2017 – 2018 Annual Internal Audit**

- a) To note completion of internal audit carried out by JDH Business Services Ltd from Thursday 11th May 2018
- b) To approve response to audit report

**10. Clerk Report**

- a) To receive report from J O'Donoghue
- b) To agree actions to be taken

**11. General Data Protection Regulations May 2018**

- a) To receive update from J O'Donoghue and note that, following amendment to the Bill, there is no longer a requirement for a Parish Council to appoint a Data Protection Officer.
- b) To note information required under the Regulations and delegate compliance with regard to documentation required to J O'Donoghue, Clerk. Regular updates to be provided to Councillors.
- c) To approve overtime payments to J O'Donoghue at the usual hourly rate in respect of the above following receipt of hourly work log as provided to the Chair.

**12. Pathways and Structures**

- a) To receive report from Cllr Logan regarding bridge insurance and valuation
- b) To receive report from Cllr Boylan and note quotations received for path works
- c) To agree action to be taken

**13. Landscaping and Trees**

- a) To receive report from Cllr Reed
- b) To agree action to be taken

**14. Young Citizen of the Year Award**

- a) To note applications received
- b) To agree action to be taken

**15. Events**

- a) To agree attendance at Kingsmead Primary School Fair
- b) To discuss Xmas 2018 arrangements

**16. Best Kept Garden Competition 2018**

- a) To note applications received
- b) To agree action to be taken

**17. Highways**

- a) To receive report from Cllr Reed
- b) To agree action to be taken

**18. Any other business**

Please note that this item is for information only and no decisions can be made under this agenda item.

**19. Close of meeting**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_