



## Meeting Agenda

Kingsmead Parish Council  
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CW9 8JT

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Councillors are summoned to attend the PARISH COUNCIL MONTHLY MEETING  
to be held at  
**KINGSMEAD PRIMARY SCHOOL, DUKES WAY AT 7.30PM ON MONDAY 16<sup>th</sup> April 2018**

Jo O'Donoghue, Parish Clerk

Date: 10/04/18

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### PART A

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**
  - a) Members of the public are invited to address Councillors and raise issues of concern (15 minutes)
4. **Police Report**
  - a) To note report
5. **Approval of Minutes**
  - a) To approve and sign Minutes of the Council Meeting held 19<sup>th</sup> March 2018
6. **Finance and Administration**
  - a) To approve and sign bank reconciliation March 2018
  - b) To note response received from Prism Ltd in respect of clock tower lights and agree action
  - c) To approve accounts for payment April 2018
  - d) To note progress against budget
  - e) To approve Clerk annual salary increment
  - f) To note increases in Cheshire Pension Fund Pension payments from April 2018 to March 2019
  - g) To note action taken from the previous meeting and any outstanding actions to be processed
  - h) To note activity tracking sheet
  - i) To agree a date for the next Finance Committee Meeting following postponement of meeting due to school closure
7. **Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494**
  - a) To note compliance with the regulations and publication of online publication of certain information which the Government requests to provide taxpayers with a clear picture of the authority's activities, spending and governance to improve the ability of communities to hold local public bodies to account <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-Transparency-Requirements.pdf>
8. **2017 – 2018 Annual Audit**
  - a) To note arrangements for internal audit which will be carried out by JDH Business Services Ltd from Thursday 11<sup>th</sup> May 2018
  - b) To note arrangement for external audit which will be carried out by Littlejohn LLP from 11<sup>th</sup> June 2018

**9. 2017 – 2018 Annual Financial Report**

- a) To note Annual Financial Report (Receipts and Payments Account) circulated to all clls prior to the meeting
- b) To sign and approve Annual Financial Report (Receipts and Payments Account) circulated to all Councillors prior to the meeting

**10. Annual Governance and Accountability Return 2017/18 Part 3**

- a) To consider Section 1, Annual Governance Statement 2017/18 circulated to all clls prior to the meeting
- b) To approve, sign and date Section 1, Annual Governance Statement 2017/18
- c) To consider Section 2, Accounting Statements 2017/18 circulated to all clls prior to the meeting
- d) To approve, sign and date Section 2, Accounting Statements 2017/18

**11. Clerk Report**

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

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

- a) To note data audit <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-Data-Audit-Schedule-2018.pdf>
- b) To note email privacy notice <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-email-contact-privacy-notice.pdf>
- c) To note retention of documents <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-Retention-of-Documents.pdf>

**13. 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

**14. Play Areas**

- a) To note play area reports
- b) To agree action to be taken

**15. Landscaping and Trees**

- a) To note quotations received from Caddis for: tree works on large oak and sycamore in the small woodland on Burwardsley Close; removal of ash, crown lift and prune cherry, remove old hedge behind fence, plant gap with dogwood.
- b) To agree action to be taken

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

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

**17. Best Kept Garden Competition 2018**

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

**18. Highways**

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

**19. Damage to Parish Council land**

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

**20. Any other business**

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

**21. Close of meeting**