



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 Kingsmead Primary School on Monday 15th October 2018 at 7.30pm

Clerk: Jo O'Donoghue

Date: 9/10/2018

A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
 - a) 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
4. **PCSO**
 - a) To receive report from PCSO Phil Hambleton
5. **Approval of Minutes**
 - a) To approve the minutes of the Ordinary Monthly Meeting held 17th September 2018 (circulated with agenda)
 - b) To approve the minutes of the Finance Committee Meeting held 17th September 2018 and approve recommendations of the committee (circulated with agenda)
6. **Audit 2017-2018**
 - a) To note external audit report from PK Littlejohn (circulated with agenda)
 - b) To note advice from JDH Business Services following internal audit and recommendation that the Council should have a minimum of 3 months' running costs as reserves.
 - c) To agree action to be taken
7. **Finance and administration**
 - a) To approve and sign accounts for payment October 2018 (circulated with agenda)
 - b) To approve and sign September bank reconciliation (circulated with agenda)
 - c) To note current financial position (circulated with agenda)
 - d) To note VAT receipts to date

Ordinary Meeting Agenda (cont.)

- e) To approve evaluation of Clerk's role by Cheshire Association of Local Councils
 - f) To approve application for Unity Bank Corporate Credit Card
<https://www.unity.co.uk/corporate-multipay-card/>
8. **Risk Assessment 2018-2019**
- a) To approve risk assessment (circulated with agenda)
9. **Elections 2019**
- a) To receive report from Clerk and note proceedings
10. **Remembrance Day 11th November 2018**
- a) To confirm arrangements and agree attendance and purchase of 2 wreaths
11. **IT Systems**
- a) To receive report from Cllr Boylan with recommendations as to improvements to website and archive of data (report to be circulated by Cllr Boylan prior to the meeting)
 - b) To agree action to be taken
12. **To note correspondence from residents and agree further response/action**
13. **Kingsmead Youth Council**
- a) To receive a report from Cllr Jewitt
 - b) To agree actions to be taken
14. **Clerk Report**
- a) To receive report from J O'Donoghue
 - b) To agree actions to be taken
15. **Play Areas**
- a) To receive a report from the Clerk (circulated with agenda)
 - b) To agree actions to be taken
16. **Landscaping and Trees**
- a) To receive report from Cllr Reed
 - b) To note progress with memorial garden
 - c) To agree action to be taken
17. **Events**
- a) To note Xmas 2018 arrangements and confirmation of bookings
 - b) To agree actions to be taken
18. **Any other business**
- For information only. No decisions can be made under this agenda item
19. **Close of meeting**