



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

Clerk: Jo O'Donoghue  
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held Kingsmead Primary School on Monday 18<sup>th</sup> February at 7.30pm

Clerk: Jo O'Donoghue

Date: 12/02/2019

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## 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 21<sup>st</sup> January 2019
6. **Finance and administration**
  - a) To approve and sign January bank reconciliation (checked to bank statement)
  - b) To approve and sign accounts for payment February 2019
  - c) To note financial position/management accounts to end January 2019
  - d) To agree dates for Annual Parish Meeting and Annual Council Meeting 2019
  - e) To note resignation of Clerk to take up position as Frodsham Town Clerk and final working day 31<sup>st</sup> March 2019
  - f) To approve purchase of Post Office Box Number at a cost of £300
7. **Clerk Vacancy**
  - a) To approve job description, person specification, and Clerk contract
  - b) To approve advertisement of vacancy
  - c) To request support of Jackie Weaver (Cheshire Association of Local Councils) in the selection and interview process
  - d) To agree selection and interview panel

## Ordinary Meeting Agenda (cont.)

- e) To agree delegated authority for members of the selection and interview panel to make appointment
8. **Planning**
- a) To agree response to planning application for 358 London Road Davenham Northwich Cheshire CW9 8EE (19/00107/FUL) for Change of use of outbuilding (former abattoir) to residential for dependent relatives apartment with side extension
9. **Elections 2019**
- a) To receive update from Jo O'Donoghue (Clerk)
  - b) To note Councillor Election Briefing Meeting to be held by Cheshire West and Chester Council at Wyvern House, Winsford on 4<sup>th</sup> March at 6pm
10. **Youth Council**
- a) To receive report from Youth Working Group
  - b) To agree actions to be taken
11. **Clerk Report**
- a) To receive report and agree actions
12. **Newsletter**
- a) To distribute and agree delivery areas
13. **Any other business**
- For information only, no decisions can be made under this agenda item
14. **Close of meeting**