

St Peter the Great County Parish Council

You are hereby summonsed to attend a meeting of the Parish Council on the re-confirmed date of Monday 5th September 2011 at 7.45pm in the Village Hall, St Peters. The business to be transacted is set out in the Agenda below. Members of the public are invited to attend and may address Council at the Chairman's invitation and discretion.

Agenda.

- (1) **Apologies for Absence:** To formally receive any apology for absence.
- (2) **Declarations of Interest:** To include interests including those previously declared under the Code of Conduct requirements.
- (3) **Adoption of Minutes:** To agree and adopt the minutes of the Meeting of the Parish Council held on Monday 25th July 2011.
- (4) **Co-options:** The Clerk will report the position regarding the remaining vacancies and present any new nominations for consideration.
- (5) **Short Information Reports:**
 - (a) To formally receive a report from a Police Officer if present.
 - (b) To formally receive a written report from St. Peter's Warden and to confirm the schedule and provision of inspection and maintenance of Play Builder by the City Council. Pedway matters are to be dealt with at Item 10.
 - (c) The Chairman will update any current Council matter.
- (6) **Planning Matters:** Council will be asked to address any consultations or planning matters, including any update in respect of proposed future housing development adjacent to St Peters.
- (7) **Administrative Matters & Correspondence:**
 - (a) The Clerk will provide all relevant correspondence and administrative matters to bring the Council up to date since the last meeting.
 - (b) To consider reviewing the entire Newslink operation and limits for content/adverts.
- (8) **Accounts, Financial Matters:**
 - (a) To consider payment of accounts as presented at the meeting, and to address any other urgent financial matter.
 - (b) This Council welcomes the provisional budget figure obtained by City Cllr Knight from the County Council of £22k per crossing and resolves to delegate authority to the Chairman, Vice-chairman and Clerk to work in conjunction with Cllr Knight and the County Council, to develop a detailed proposal, timing plan and risk analysis for consideration by the Parish Council as soon as practicable.
Members are asked to consider this as a preliminary to considering expenditure, and are reminded that any resolution to actually incur expenditure must stand adjourned to
to
the next ordinary meeting of the Parish Council.
(Standing Orders para 39; Resolutions on Expenditure.)
 - (c) Completion of District Audit report.

Robert Owen Jenkins, Clerk to the Council, Careys Brook House, 53 Upton Road, Callow End, Worcester, WR2 4TZ

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- (9) **St Peter's Community Hall Provision:** To receive any further update in respect of Community Hall provision; to include the current structure and membership of the Committee and recent proposals. Council is required to obtain such information before grants are made to organisations. Currently we provide an annual 'grant' of one thousand pounds to the Village Hall Association in view of our usage of the facility.
- (10) **Pedway Surface Conditions:** Members will be asked to consider a detailed report regarding the surface condition of St Peter's pedways, which will be presented and explained by the Warden.
- (11) **Annual Review:** To receive recommendations from a Working Party meeting held on 18th July 2011 to review procedures and responsibilities.
- (12) **PAYE Accounting: Confidential Session:** Council may wish to consider the current and retrospective PAYE process for the administration of employee deductions. Members are advised to decide whether or not the press and public shall be excluded . (see standing order No. 68). The Clerk declares a prejudicial interest in this matter and will leave the meeting, but respectfully requests to be informed of the outcome and respond if necessary to Council before the meeting is closed.
- (13) **Confirm Date of Next Meeting:** Provisionally Monday 26th September 2011?