

Utterby Parish Council



6th April 2019

NOTICE IS HEREBY GIVEN that that there will be an extra ordinary meeting of Utterby Parish Council, to be held on:

Thursday, 11th April 2019 at 8.00pm

in Utterby Village Hall.

Councillors are hereby summoned to attend.

Maria Vincent

3 Church Walk, South Cockerington, Louth, Lincolnshire LN11 7EE - Tel:01507 328149, clerkupc@gmail.com

PUBLIC FORUM

Please note, in the case of emergency please exit the building using the main front doors and meet at the front of the car park by the bus shelter.

Members of the public are welcome to attend the whole Parish Council meeting. As we are in the 'Purdah' period before the May elections, there will be no Public Forum, County and District Councillor reports or Chairman's report.

The meeting will be recorded.

AGENDA

- 1 Record of Members present and apologies given**
- 2 To receive any Declarations of Interest on any item on the agenda** - in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.
- 3 Council Matters, Actions and Communications**
 - a) To agree on the date of Monday 13th May 7pm for the Annual General Meeting of Utterby Parish Council replacing the meeting on Monday 8th May. Change of date due to contested elections and requiring to summon new Councillors with 3 clear days.
 - b) Asset Review - To resolve to agree and accept the updated Asset Register.
- 4 Finance and Budgets**
 - a) Payments for May 2019 - To resolve to agree that the payment for regular contracts/costs be signed by two members of the Parish Council at the beginning of May 2019 with authorisation by the Chairman due to the lateness of the May meeting. These will include:
 - i. Maria Vincent - salary and expenses
 - ii. DW Gibbs - May bus shelter cleaning
 - iii. Tudor Maintenance - village green cutting in April
 - iv. Glendale - Verge cutting in April
 - v. Utterby Village Hall - April rents

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- b) To resolve to agree, accept and complete the:
 - i. Certificate of Exemption
 - ii. Annual Governance Statement
 - iii. Accounting Statement
- c) to note the Internal Audit Report completed by the internal auditor (if available)
- d) To resolve to agree and accept the
 - i. Explanation of Variances
 - ii. the confirmation of period for the Exercise of Public Rights
 - iii. the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return
- e) to complete the checklist.
- f) To authorise the Parish Clerk to send relevant documentation to the External Auditors and to display all relevant documents on the notice board and website.

5 Planning Matters

- a) Any urgent planning issues - to consider and agree to submit comments.

6 Parish Council Amenities (bus shelters, village green, etc)

- a) Village Tidy Up and Floral Campaign - due to later AGM now consider if unable to promote in early June.

7 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) Nothing to report

8 Notifications

- a) Any notifications to report.

9 Date and time of Next Meeting

- a) Annual Meeting of the Parish Council, date TBC.