

# MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs J Bissmire

**The public are invited to attend all meetings of the Parish Council**

## **ANNUAL MEETING OF MARKYATE PARISH COUNCIL**

Notice is hereby given that the Annual Meeting will be held in the Y2K Hall, Cavendish Road, Markyate on **Tuesday 3 May 2016 at 7.30pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend

J Bissmire

Jennifer Bissmire, Clerk to the Council  
26 April 2016

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

Please note all meetings of the parish Council and Committees may be reported by use of filming etc

### **AGENDA**

- 01/16 Election of the Chairman to hold office until the next Annual Meeting of the Council.
- 02/16 Election of the Vice Chairman to hold office until the next Annual Meeting of the Council.
- 03/16 To receive apologies for absence (Councillors please give apologies direct to the Clerk prior to the meeting)
- 04/16 To receive any Declarations of Interest relating to items on the agenda
- 05/16 To appoint Committees and Working Groups of the Parish Council
- 1) Budget & Finance Committee
  - 2) Halls Committee
  - 3) Aley Green Cemetery Committee
  - 4) Cemetery Working Group
  - 5) Halls Refurbishment Working Group
  - 6) Queen's Birthday Street Party Working Group
- 06/16 Election of Committee Members, Chairmen and Vice Chairmen
- 1) Budget & Finance Committee
  - 2) Halls Committee [10 members including co-opted members]
- 07/16 To appoint members to serve on the under mentioned Working Groups/Committee:
- 1) Aley Green Cemetery Committee [2 members]
  - 2) Cemetery Working Group
  - 3) Halls Refurbishment Working Group
- 08/16 To review and note Terms of Reference for Halls Committee and Working groups, document circulated. (All)
- 09/16 a) To review Representatives on the Watling Neighbourhood Action Group.  
B) To consider nominating a candidate for election on the HAPTC Executive Committee.
- 10/16 To appoint and allocate individual councillors areas of particular interest and responsibility as follows:-
- Airport
  - Health

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- Elderly Welfare
- Emergency/Disaster
- Environment
- Markyate Monthly
- Newsletter
- Planning
- Police
- Transport
- Schools

- 11/16 To approve and sign the minutes of the Parish Council meeting held on 5 April 2016, as circulated
- 12/16 To resolve to accept the draft minutes of the Annual Gathering held on 12 April 2016 as circulated.
- 13/16 Public Questions, to hear representations from the public as per Standing Order 1 (c to j)
- 14/16 To consider and approve the calendar of Council and Committee meetings for 2016/17, as circulated.
- 15/16 To receive and approve the Chairman's Report for publication and distribution, as detailed in draft minutes of the Gathering, as circulated.
- 16/16 To receive planning decisions from Dacorum Borough Council as listed:-  
No planning decisions at this meeting.
- 17/16 To consider planning applications received from Dacorum Borough Council as listed and those received between 26 April and 3 May 2016.

|   |          |                |                                                                                                                          |                          |
|---|----------|----------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | 01.04.16 | 4/00829/16/ROC | Variation of Condition 6 (hours of use) attached to planning permission 4/03586/15/FUL (rear extension to function room) | The Swan, 36 High Street |
| 3 | 11.04.16 | 4/00889/16/HPA | Single storey rear extension                                                                                             | 12 Old Vicarage Gardens  |

- 18/16 To authorise the signing of cheques for payment and the signing of the Accounts schedule as circulated.
- 19/16 To receive and approve draft Accounts for 2015/16 as set out in attached papers.
- 20/16 To note and agree changes to the HSBC Bank Mandate, HSBC Bond Investment Account and NS&I Bank signatories as circulated.
- 21/16 To receive and note ns&I Investment Account, variable interest rates on 6 June 2016 and 1 July 2016, as circulated
- 22/16 To receive and note HSBC Bond Investment, discuss maturity of Bond and agree actions, as circulated.
- 23/16 To receive Information available from Markyate Parish Council Publication Scheme, as circulated.
- 24/16 To review and adopt Standing Orders for Markyate Parish Council, as circulated.
- 25/16 To review and adopt Financial Regulations for Markyate Parish Council as circulated.
- 26/16 To review and note Parish Council insurance from 1 October 2015 for 12 months, as circulated.
- 27/16 To review Class 1 – Who We Are and What We Do, as circulated.

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- 28/16 To review the Council's Recruitment Policy, as circulated
- 29/16 To review the Council's CCTV Policy, as circulated
- 30/16 To review the Council's Equality and Diversity Policy, as circulated
- 31/16 To review the Council's Data Protection Policy, as circulated
- 32/16 To review the Council's Information Security Policy, as circulated
- 33/16 To review the Council's Race Equality Policy Statement, as circulated
- 34/16 To review the Council's Code of Practice in handling Complaints for members of public, as circulated
- 35/16 To review the Council's Records Management Policy, as circulated
- 36/16 To review the Council's Policy & Procedure for Information Requests, as circulated
- 37/16 To review the Council's Policy for Health and Safety at Work, as circulated
- 38/16 To review the Council's policy for dealing with the press/media, as circulated
- 39/16 To receive report on Community Infrastructure Levy (CIL) and agree actions. (B/Cllr Chapman)
- 40/16 To receive and adopt Meeting Notes for the Street Party to celebrate the Queen's 90<sup>th</sup> Birthday and agree actions. (Cllr Pilkinton)
- 41/16 To receive request from member of public for a Memorial Tree/Bench/Rose Bush in Peggy's Field and agree actions. (Cllr Bunyan)
- 42/16 To discuss and formulate items for inclusion in Markyate Monthly/Twitter
- 43/16 To receive Clerk's Report
- 44/16 To receive correspondence, for information only.