



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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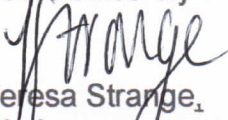
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Tuesday 13th June 2017

Dear members

You are cordially summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 19th June 2017, at 7.00pm at Crown Chambers, 7 Market Place, Melksham, SN12 6ES** to consider the agenda below.

Yours sincerely


Teresa Strange,
Clerk

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. To consider holding items **in Committee (Agenda item 14) due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
3. a) To receive **Declarations of Interest**
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
4. **Standing Orders:**
a) To consider draft Standing Orders for 2017/18 based on NALC model (*draft to stand adjourned for adoption at July Full Council meeting*)
5. To consider making further additions to the **Committees, Working Parties & Organisation Representatives for 2017/18**
6. **Public Participation**
7. To approve the **Minutes of the Annual Council meeting held on 15th May**
8. **Planning:**
a) To approve the Minutes of the **Planning Committee** meetings held on 22nd May & 12th June
b) To formally approve Planning Committee **Recommendations**

Serving rural communities around Melksham

9. Asset Management:

- a) To approve the Minutes of the **Asset Management Committee** meeting held on 5th June
- b) To formally approve **Asset Management Recommendations**

10. Finance:

- a) To approve the Minutes of the **Finance Committee** meetings held on 22nd May & 12th June
- b) To approve **Confidential Notes to accompany Finance Committee Minutes**
- c) To formally approve Finance Committee **Recommendations**
- d) To consider advice on preventing Ransomware Cyber Attack
- e) To approve outstanding quotations requested at Asset Management Committee (5th June)
- f) To note **Receipts and approve Payments & Bank Transfers**
- g) To consider draft **Financial Regulations** for 2017/18 based on NALC model
- h) To approve and sign **Statement of Accounts & Financial Report** for year ending 31st March 2017.
- i) To approve appendix to Statement of Accounts which covers Parish Council's compliance to the **Local Government Transparency Code 2015**
- j) To consider, approve and sign Section 1 of **External Audit Annual Return** for year ending 31st March 2017 (**Governance Statement**)
- k) To approve and sign Section 2 of **External Audit Annual Return** for year ending 31st March 2017 (**Accounts Statement**)
- l) To note Extension of the right to inspect accounting records (SLCC advice note)

11. To consider **future office accommodation** within dedicated space at Melksham Health & Wellbeing Campus

12. To consider submitting ideas/suggestions towards proposals for retender of **Melksham Bus services** from Jan 2018

13. Public parks/open spaces:

- a) To consider submitting comments on DCLG consultation on preserving the free use of public parks (*Park Run*)
- b) To note DCLG report on public parks "parks face threat of decline with severe consequences"
- c) To note Melksham Neighbourhood Plan team currently inviting local groups and residents to identify potential local green space for designation

14. Staffing & Resources:

- a) To note update on return to work for current staff member off sick.
- b) To note resignation of staff member
- c) To consider delegated powers for Staffing Committee to recruit new staff for the following positions:
 - i. Finance Assistant
 - ii. Allotment Warden