

# HOTON PARISH COUNCIL

To all members of Hoton Parish Council

You are summoned to attend the meeting of Hoton Parish Council to be held at Hoton Village Hall on **Monday 5<sup>th</sup> March 2018 at 8pm** to transact the following business.

Clare Blain

Clare Blain, Clerk to the Parish Council

27<sup>th</sup> February 2018

## Meeting of the Parish Council Agenda

- Questions from members of the public (10 minutes)
  - Local Policing Report
  - Borough Councillor's Report (Cllr Bokor)
  - County Councillor's Report (Cllr Shepherd)
1. To receive apologies for absence
  2. **Declarations of interest**, disclosable pecuniary, personal or personal that could lead to bias, by Parish Councillors to items on the agenda
  3. To approve and sign the minutes of the previous meeting of the Parish Council, held 8<sup>th</sup> January 2018
  4. To co-opt a councillor for Hoton
  5. **Business**
    - (a) To agree the Council's 2018/19 website provision
    - (b) To review the Council's Risk Assessment
    - (c) To review the Council's Strategic Plan
    - (d) To review the kiosk; its usage, maintenance and the rules for the display cases and book-share scheme
    - (e) To agree the grounds maintenance schedule for 2018
    - (f) To approve the review of the system of internal control conducted by Cllr Gane
    - (g) To agree the time and date of the Annual Parish Meeting
    - (h) To appoint the internal auditor and agree the terms of reference and internal audit plan
    - (i) To approve the Neighbourhood Plan housing survey for Burton on the Wolds
  6. **Correspondence for discussion**
    - (a) Email from resident re horse droppings
    - (b) Leicestershire County Council Strategic Growth Plan Consultation
  7. **To receive reports from Councillors**
    - (a) Playground Safety Inspections – Cllr Seymour
    - (b) Defibrillator update – Cllr Gane
    - (c) Other councillors' reports – for information only
  8. **Finances**
    - (a) Financial update
    - (b) To agree payments due for the month:

|   |           |
|---|-----------|
| Clerk's salary for 15/01 -14/02                         | as agreed |
| Clerk's expenses for 15/01 -14/02                       | £ 12.50   |
| Clerk's salary (tax code change)                        | £ 26.90   |
| Clerk's salary for 15/02 -14/03                         | as agreed |
| Clerk's expenses for 15/02 -14/03                       | £ 12.50   |
| Clerk's salary (tax code change)                        | £ 26.90   |
| Clare Blain (Lighthouse fee – January)                  | £ 11.12   |
| Clare Blain (Lighthouse fee – February)                 | £ 11.03   |
| M & BG Ltd (Grounds maintenance) (£167.50 x two months) | £ 335.00  |
| M & BG Ltd (Grounds maintenance – Burial Ground)        | £ 132.00  |

Members of the public are always welcome at meetings of the Parish Council

Please note that public participation in the meeting is limited to the part of the meeting allocated to questions from members of the public.

## **HOTON PARISH COUNCIL**

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|--|----------|
| Pawle & Co Ltd (Defibrillator cabinet) | £ 402.00 |
| Physio  Control (Defibrillator)        | £ 780.00 |
| 2Commune (website provision)           | £ 330.00 |
- (c) To approve and sign the third quarter bank reconciliation, accounts summary and forecast of receipts and payments to the year end
- (d) To review the banking arrangements and bank mandate

**9. To receive the clerk's report**

**10. To review the hours worked by the clerk**

**11. To agree items for the press release**

**12. To receive agenda items for the next meeting**

**13. The next meeting will be the Annual Meeting of the Parish Council, held on Monday 14<sup>th</sup> May 2018 at 8:15pm at Hoton Village Hall, this will be preceded by the Annual Parish Meeting at 8pm**  
(Subject to item 5g above)