

Dear Councillor

13 November 2017

You are summoned to attend the next meeting of Little Ribston Parish Council, to be held on Wednesday 22nd November 2017 at 7.00 pm in the Village Hall.

Melanie Spencer (clerk)

AGENDA

- 1 To receive apologies and approve reasons for absence
- 2 To receive any declarations of interest not already declared under Council's code of conduct.
- 3 To confirm the minutes of the meeting held on September 16th 2017 as a true and correct record.
- 4 To receive information on the following on going issues and decide further action where necessary
 - 4.1 Transparency fund
 - 4.2 Grass cutting
 - 4.3 Online banking
- 5 To consider and decide upon the following planning applications
 - 5.1 Beech View extension
- 6 To receive the following planning decisions+
- 7 Matters requested by councillors
- 8 Financial matters
 - 8.1 To approve the following accounts for payment;
 - 8.1.1 HMRC payment tax
 - 8.1.2 Clerk's Salary £100 monthly
 - 8.1.3 Clerk's extra hours for training/fund application and RFO role September/October
 - 8.1.4 Training expenses
 - 8.1.5 Clerk's working from home allowance backdated for 2016-2017
 - 8.1.6 To approve purchase of up to date Parish Council Guide £92
 - 8.2 To note the following payments previously authorised:
 - 8.2.1 Filing Cabinet, files and stationary £237.22
 - 8.2.2 Clerk's salary for October and November £200
 - 8.2.3 Grass cutting invoices £864
 - 8.3 To receive a bank reconciliation and budget reconciliation to October 20th 2017
 - 8.4 To complete internal audit checks

- 8.5 To note the reserves needed for a Parish Council
- 8.6 To action the Clerk to complete a Vat return
- 8.7 To consider and approve precept amount for 2018-2019
- 9 To consider the following new correspondence received and decide action where necessary;
- 10 To notify the clerk of matters for inclusion on the agenda of the next meeting
- 11 To consider questions from the public (limited to 5 minutes)
- 12 Employment matters
 - 12.1 To resolve to exclude members of the public and press under the Public Bodies Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.
 - 12.2 To review salary and job description and action the new contract of employment for the Clerk/RFO.
- 13 To confirm the date of the next meeting in February 2018.

All parishioners are welcome to attend