

Cummersdale Parish Council

20 Vestaneum
Crosby on Eden
Carlisle
CA4 6PN
Tel. 0791 9447741

Chairman: Cllr. Keith McIntosh

2nd May 2016

Dear Councillor

You are summoned to attend the Annual General Meeting of Cummersdale Parish Council to be held on Monday 9th May 2016 at the Village Hall, Cummersdale at 7.15pm or following the **Annual Meeting with Electors commencing at 7.00pm.**

Yours faithfully



Sue Tarrant
Clerk

AGENDA

1. Election of Chairman.

To elect a Chairman of the Council for council year 2016-17

2. To receive the Chairman's Declaration of Acceptance of Office.

3. Appointment of Vice Chairman.

4. To receive Apologies for absence

To receive and record, with reasons, any apologies for absence.

5. Minutes of the previously held on 4th April 2016

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 4th April 2016 (e-mailed)

6. Declarations of Interest

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

7. Requests for Dispensation

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

8. Council Meetings Dates for the Year 2016-17

To confirm the meeting dates for the ensuing year.

Reminder; Any change in personal interests/circumstances/gifts received should be Detailed to the Clerk within 28 days.

Clerk Sue Tarrant

Chairman: Keith McIntosh

9. Policy & Procedures

- (i) To review of the Councils procedures for handling requests made under Freedom of Information Act 2000 and the data protection act 1998. (Updated 2008) (enc) .
- (ii) To review the Councils complaints policy.
- (iii) To review the council's insurance arrangements for 2016-17.

10. Payment of Accounts

(i) To authorise payment of the accounts listed in the schedule of cheques dated 9th May 2016

VIN 04 S Tarrant	£131.71	May salary
VIN 05 HMRC	£32.80	PAYE
VIN 06 George Douglas	£148.80	Hedge cutting
VIN 07 Diane Malley	£58.00	Payroll services
VIN 08 CALC	£157,00	Subscription
VIN 09 CALC	£10.50	Publishing data
VIN 10 S Tarrant	£ 418.99	Re-imbusement for the laptop and printer
VIN 11 Tic Toc	£894.00	Defibrillator Case
VIN 12 A McCallum	£73.80	Internal Audit fees

TOTAL 1925.60

(ii) Note the receipt of the Precept of 8402.64

(iii) Note the receipt of the CTRS grant of £543.36

(iv) Note receipt of grant from NALC of £382.19 towards the purchase of a laptop and printer. (the software not included- ex VAT)

(v) Note the receipt of the HMRC refund of £616.88.

11. Bank Reconciliation

(i) To receive and note the bank reconciliation for month ending 30th April 2016

Community Account - £3297.10

Deposit Account - £15,378.96

Total £18,676.06

12. Annual Return

(i) To consider the approval the Annual Governance Statement for year ending 31st March 2016 and authorise the Chairman to sign Section 1 of the Annual Return for year ending March 31st 2016. (to be e-mailed)

(ii) To consider the approval of the Statement of Accounts for year ending 31st March 2016 and authorise the Chairman to sign Section 2 of the Annual Return for year ending 31st March 2016. (to be e-mailed)

13. Risk Assessment & Asset Management

- (i) To review and consider the councils financial risk for the forthcoming financial year.
- (ii) To review and consider the council asset register.

12 Parish Council website

To note the website is live – www.cummersdaleparishcouncil.org.uk

Members to submit photos and anything you would like to add to the Clerk.

14. Appointment on Internal Auditor

To consider the appointment of Andrea McCallum (Clerk to St Cuthbert's without/Rockcliffe and Kirkbampton) as the Internal Auditor for financial year ending 2015-16.

15. Schedule of Correspondence, notices and publications

To receive a schedule of correspondence, notices and publications received since the last meeting;

16. Councillor Matters*

An opportunity for Councillors to raise issues, not on this agenda, on behalf of residents in their wards.

** N.B. No decisions can be taken on these matters but the Clerk may make investigations and / or they may be placed on the agenda of a future Council or committee meeting.*

Next meeting June

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Clerk Sue Tarrant

Chairman: Keith McIntosh