

Longdon, Queenhill & Holdfast Parish Council

A meeting of the Parish Council is to be held on **Monday 7th November 2016** at **7.30 pm** at **the Village Hall Longdon**. The business to be transacted is set out in the Agenda below.

Agenda

- (1) **Secretary:** Appoint a Secretary to record the minutes of the meeting.
- (2) **Meeting status:** Affirm the actions of Cllr. G. Inchbald as an unpaid temporary Proper Officer in preparing and circulating the Notice, Summons and Agenda for this meeting.
- (3) **Apologies for Absence & Declarations of Interest:** Receive any apologies and relevant declarations of interest, including interests already declared to the Monitoring Officer under the Code of Conduct requirements and any on-going dispensation requests.
- (4) **Adoption of Minutes:** Agree the minutes of the Meeting of the Parish Council held on Monday 19th September 2016.
- (4) **Footpaths:** Receive an update and consider any matters arising.
- (5) **Upton Car Park:** Response to the public consultation on the closure of the back entrance to motor vehicles.
- (6) **Memorial tree:** Consider a proposal to plant a tree on the Village Green, in memory of Robert Jenkin's long service to the Council and its Parishioners.
- (7) **Administration:**
 - (a) Advertisement for a new Clerk to the Council.
 - (b) Lengthsman Scheme and local environment update, including appointment of a replacement lengthsman.
 - (c) Refurbishment of notice boards.
 - (d) Update on the proposed play equipment and any actions arising.
 - (e) Transparency grant return, until such time as the detail items to be funded can be revisited and a new application made.
 - (f) Update of Council main contact details to be provided on the web site, in the absence of a Clerk.
 - (g) Agree standard wording for document titles in the Documents section of the website.
 - (h) Review personal contact details to be provided for each Councillor and any associated privacy precautions.
- (8) **Accounts and Financial Matters:**
 - (a) Consider payment of accounts presented and any other financial matters.
 - (b) Consider the proposed budget for FY 2016/17.
- (9) **Future Meetings:**
 - (a) Consider who will administer Council meetings until such time as a new Clerk takes office.
 - (b) Confirm the date of the next meeting, currently scheduled for 9th January 2017, subject to any need for Working Party or Interim Parish Council meetings.