

# NEWTON ST LOE PARISH COUNCIL

Clerk: Crispin Taylor PSLCC

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The Annual Meeting of Newton St Loe Parish Council will be held on Thursday 9 May 2019 at 7.10 p.m. (or the conclusion of the Annual Parish Meeting, whichever is the later) in Newton St Loe Village Hall BA2 9BT

The meeting is open to the public.

Crispin Taylor  
Clerk to Newton St Loe Parish Council

2 May 2019

## AGENDA

### MATTERS FOR DECISION

#### **1. To elect a Chairman for the ensuing year**

The Council must elect a Chairman to hold office until the next Annual Meeting of the Parish Council

#### **2. To receive the Chairman's Declaration of Acceptance of Office or to permit him/her to make the declaration before or at the next meeting of the Parish Council**

#### **3. To receive councillors' Declarations of Acceptance of Office or to permit them to make the declaration before or at the next meeting of the Parish Council**

#### **4. To appoint a Vice-Chairman for the ensuing year**

The Council may appoint a Vice-Chairman to hold office until the next Annual Meeting of the Parish Council

#### **5. To receive apologies for absence and to approve reasons for absence where appropriate**

#### **6. To receive councillors' declarations of interests and to consider any written applications for dispensations**

### PUBLIC PARTICIPATION

[www.newtonstloe-pc.gov.uk](http://www.newtonstloe-pc.gov.uk)

## **7. To receive and hear any person who wishes to address the Council**

Maximum 3 minutes per person

### **MATTERS FOR DECISION**

## **8. To confirm the Minutes of the meeting of the Parish Council held on 21 March 2019**

## **9. To consider awarding the Clerk an increment as from 1 April 2019**

The Clerk's contract provides for the annual award of an increment on 1 April, up to the maximum of the scale. An increment would move the Clerk's salary from point 24 of the nationally agreed scale (£11.64 per hour in 2018/19) to point 25 (£12.01 for 2018/19), as from 1 April 2019. Point 25 is the maximum of the scale and there will be no further increments.

## **10. To consider increasing the Clerk's salary in accordance with the National Salary Award for Local Government**

The Clerk's contract provides for salary to be in accordance with the nationally agreed salary scale. The scale has been revised as from 1 April 2019 (and the scale points reset because of changes to the national minimum/living wage): scale point 15 (formerly scale point 24) increases to £11.91 per hour and scale point 17 (formerly scale point 25) increases to £12.39 per hour.

## **11. To approve invoices and staff costs for payment, to note receipts**

- Crispin Taylor (Clerk), staff costs for April and May 2019 (the Clerk will report the amount depending on the Council's decisions on Agenda items 9 and 10)

### Receipts

- Bath and North-East Somerset Council: first instalment of the precept, £3,250

## **12. To consider a Statement on Internal Controls (attached)**

## **13. To consider training for councillors**

A training course on Being a Good Councillor is being held on Saturday 18 May in Saltford, cost £60

## **14. To consider declaring the Council eligible to exercise the General Power of Competence**

The General Power of Competence ('GPC') allows the Council to do anything that an individual might do, within limits. To be eligible to exercise the GPC the Council must:

- Have at least two-thirds of its members elected (i.e. not co-opted: there is no requirement for a contested election)

- Have a qualified clerk (normally by holding the Certificate in Local Council Administration)
- Declare itself eligible to exercise the GPC

#### **15. To consider applying for the Foundation Award from the Local Council Award Scheme**

The Foundation Award is the first stage of the Local Council Award Scheme and demonstrates that the Council has the documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training councillors and officers and is building a foundation for improvement and development.

Cost: £50 for registration and £50 to submit the documentation

#### **16. To consider whether to certify the Council as exempt from external audit for the year 2018/19**

Because the Council's gross receipts and gross payments for the financial year 2018/19 do not exceed £25,000 the Council is able to certify itself as exempt from external audit. All other publication and transparency requirements, including the requirement to publish the Annual Return on a website and advertise electors' rights, are unchanged. Alternatively members might wish to continue with external audit: there would be a fee of £200 for this.

#### **17. To agree a schedule of meeting dates for 2019/20**

Suggested dates (all at 7 p.m. in Newton St Loe Village Hall):

Thursday 20 June 2019 (approval of accounts)  
Thursday 18 July 2019  
Thursday 19 September 2019  
Thursday 21 November 2019  
Thursday 16 January 2020 (budget approval and precept setting)  
Thursday 19 March 2020  
Thursday 21 May 2020 (annual meeting)

### **MATTERS FOR INFORMATION**

#### **18. To receive an income and expenditure report**

#### **19. To receive the Clerk's report**

#### **20. To receive an update on maintenance issues**

#### **21. Future agenda items**