



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

**THURSDAY 13 DECEMBER 2018 ~ 7.00 P.M.
SHEVINGTON LIBRARY**

AGENDA

- 1032 Apologies for Absence** - to receive apologies from Councillors.
- 1033 Declaration of Interests** - to receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda. Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 1034 Matters Introduced by Members of the Public**
- an opportunity for members of the public to ask questions or make observations.
- 1035 District Councillors' Reports** – *for information only.*
To receive reports from District Councillors
- 1036 Minutes of the Last Ordinary Meeting of the Council (29 November 2018)**
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 1037 Chairman's Report** - *for information only.*
- 1038 Reports from Councillors** - *for information only*
To receive short reports from councillors about matters that are the legitimate business of the Council (Councillors are asked to advise the Clerk in advance of any reports – including the subject matter - they wish to make)
- 1039 Reports from Representatives** - *for information only.*
- **Shevington & District Community Association**
 - **Crooke Village Residents' Association**
 - **Shevington Youth Club**
 - **Shevington Recreation Ground Trustees**

- 'in Bloom' Groups
 - Patient Participation Group
 - Shevington Rugby & Football Clubs
 - Vicarage Lane Fields Developments
 - Friends of Shevington Memorial Park
- 1040 DRAFT Minutes of the Meetings of the Policy & General Purposes and Finance Committees (6 December 2018) - to receive**
- *for information only* (enclosed)
- 1041 Christmas Shop-Front Competition Results – for approval**
We welcome Pam Powell, our judge for 2018, who will announce her choices for the 1st, 2nd and 3rd prizes.
Members are invited to approve them.
- 1042 Appointment of Internal Auditor 2018/19 – for approval**
Earlier this year the internal auditor the Parish Council have appointed annually over a number of years declared that he would be ceasing to provide the service. In the light of this the Clerk has sought to identify another suitably qualified and experienced internal auditor who would be independent and whose fees would be within the Council's budget. After a lengthy search, with several approaches made to internal auditors providing the service, Heelis and Lodge of Wickham Market in Suffolk have been identified as a possibility. Heelis & Lodge are experienced parish council clerks who carry out internal audits for parish and town councils throughout Suffolk and also provide internal audits for local councils in other counties, such as Hertfordshire, Cambridgeshire and Bedfordshire and have just extended their service to include charities, village halls and voluntary organisations. They have capacity to accommodate Shevington Parish Council's accounts. Their rates are very competitive and fees are dependant on the external audit income/expenditure band a local council falls into – they can be found on their website. For a single inspection of records and the completion of a report they charge £215 for the band into which Shevington's accounts fall. There is an additional charge of £30 for collection and return of records by a reliable and trusted courier they have used for several years. They are also happy to accept information sent by email and obtain information from the website when required. Under Financial Regulations the Council is not required to obtain three quotations for the appointment of auditors [s.11.1(a)(ii)].
Members are invited to consider the costs and approve the appointment.
- 1043 Allotment Plot Boundary Works Risk Assessment**
– *for approval* (enclosed)
At the November Council meeting members approved boundary maintenance work to be carried out by a tenant in the capacity of a parish council volunteer. The risk assessment for the activity has been completed and is enclosed.
Members are invited to approve the risk assessment
- 1044 LALC December Newsletter – for information** (enclosed)
- 1045 Clerk's Report - for information only** (enclosed)
- 1046 Financial Aid Applications**
- *to receive for consideration / approval* (enclosed)
Friends of Shevington Memorial Park
- 1047 Payments, Income & Bank Balances – for approval.** (enclosed)
- 1048 Planning Applications – to consider for comment / receive updates.**

At the time of preparation of the agenda there were no new planning applications to bring to the Council's attention.

1049 Next Meetings: 10 January (Finance Committee);
24 January (Council)

POTENTIAL CONFIDENTIAL ITEMS

1050 Vicarage Lane Fields Allotments Lease: Deed of Covenant
– *for approval* (enclosed)

1051 Winter Gritting – *for agreement* (enclosed)

1052 Funding of Memorial Park Drainage Works
– *for consideration and agreement* (enclosed)

1053 Achievement Awards – *for consideration* (enclosed)

1054 Salary Scales 2019/20 – *for approval* (enclosed)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)