

WOOLSTON PARISH COUNCIL

To **Members of Woolston Parish Council**

Date 18 May 2018
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WOOLSTON PARISH COUNCIL WEDNESDAY 23 MAY 2018 AT 7.30PM WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD

AGENDA

Part 1

Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.

1. **Election of Chairman**

To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

2. **Election of Vice Chairman**

To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

3. **Apologies for absence**

To receive apologies for absence.

4. **Code of Conduct - declarations of interest
Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

Members are invited to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda as required by the Council's Code of Conduct for Members and by the Localism Act 2011 no later than when the item is reached. Declarations are a personal matter for each Member to decide.

5. **Minutes of the previous meeting**

To confirm as a correct record the minutes of the meeting held on 18 April 2018 (enclosed).

6. **Review of the terms of reference for committees including delegation**

Report of the Clerk (enclosed).

7. **Review the Committee Structure and to appoint the Chairman and members to serve on the undermentioned committees**

- a) Environment and Amenities
- b) Finance and General

8. **Review and adoption of Standing Orders and Financial Regulations**

To review and adopt Standing Orders and Financial Regulations.

9. **Review of other procedures**

To authorise the Finance and General Committee to review the following:

1. arrangements for insurance cover in respect of all insured risks
2. inventory of land and assets including buildings and office equipment
3. the Council's and staff subscriptions to other bodies
4. the Council's complaints procedure
5. the Council's policies and procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 1998 the General Data Protection Regulations and any subsequent legislative requirements.
6. the Council's policy for dealing with the press/media
7. the Council's Code of Conduct
8. review of arrangements, including agency arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities.
9. Risk assessment procedures.

10. **Review of representation on or work with external bodies and arrangements for reporting back in respect of the following**

1. New Cut Heritage and Ecology Trail Group
2. Friends of Woolston Park
3. Public Rights of Way Forum

11. **Committee matters**

To determine matters relating to the undermentioned committees:

Environment and Amenities Committee

- a) Tree condition survey -Martinscroft Village Green and Hillock Lane Amenity Area – approval of works
- b) Parish Path warden scheme – appointment of Path Warden
- c) Hillock Lane Amenity Area – improvements to security of car park entrance
- d) Development of “old Billy” scheme.
- e) Development adjacent to Thelwall viaduct.
- f) Environment Agency scheme – design of plaque for Flood Defence scheme
- g) New Cut Heritage and Ecology Trail Group – issues relating to Woolston

Finance and General Committee

- a) General Data Protection Regulations – approval of policies and procedures
- b) Development of website
- c) Applications for grant aid

12. **Calendar of Council and committee meetings 2018-19**

To determine the time and place of ordinary meetings of the full council and standing committees up to and including the next annual meeting of the full council. Draft calendar of meetings (enclosed).

13. **Matters of report from previous minutes**

To receive any progress reports.

14. **Policing of Woolston – community liaison report**

To receive a report from the Police Community Support Officer.

15. **Borough Council business**

Borough Ward Councillors to report.

16. **Reports from members appointed to local bodies**

To receive reports from members on the business of the following outside bodies:

1. New Cut Heritage and Ecology Trail Group
2. Friends of Woolston Park
3. Public Rights of Way Forum

17. **Correspondence – consultation and information**

Clerk to report.

18. **Planning Applications**

To consider relevant planning applications submitted for comment by the Borough Council.

19. **Business raised by Council Members**

To consider items raised by Members of the Council.

20. **Accounts**

To approve the payment of accounts.

Part 2

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972 - NIL