



## Stainland and District Parish Council 3<sup>rd</sup> Ordinary Meeting Agenda

To all members of the Stainland and District Parish Council:- You are hereby summoned to attend the 2<sup>nd</sup> meeting of Stainland and District Parish Council to be held in Stainland Library on Thursday 21<sup>st</sup> June 2018 at 7.30pm for the purpose of transacting the following business

	Item	
18.3, 1	Apologies and Reasons for Absence and Lateness (a) To receive apologies and approve any reasons for absence presented to the Council	
18.3, 2	Public Participation Session	
18.3, 3	To receive Parish Councillors' declarations of interest	
18.3, 4	To accept the minutes of a)the 2 <sup>nd</sup> Ordinary meeting of Stainland and District Parish Council held on Thursday 17 <sup>th</sup> May b) for the Chair to sign the previous minutes c)To receive information on any on-going items identified previous Minutes and decide further action where necessary	
18.3, 5	Finance a) To consider the process for adopting financial regulations b)To receive updates on any recent banking transactions c)To consider arrangements for payment of the temporary clerk for work done during the set up period of the Parish council. See attached time sheet c)Consider how best to utilise remaining funding from the Creating New Councils Grant – £478.67 d)to make arrangements to determine any election costs to Stainland and	

	District Parish Council associated with Parish Council elections to be held in May 2019	
18.3, 6	To receive updates on a) IT provision for the office b) Library Lease Agreement between the Council and CMBC c) Consider next stages in preparing the office space	
18.3, 7	Staffing a)To consider a proposal to co-opt Su Haliday on to the staffing committee b)To agree Chair of the staffing committee c)To set a date for the first staffing committee meeting d)To agree the process for adopting terms of reference for staffing committee	
18.3, 8	Planning a)To consider a proposal to co-opt Amanda Tattersal on to the planning committee b) To consider submitting a statement from Stainland and District Parish Council to CMBC regarding the Local Plan.	
18.3, 9	Environmental a) To receive a report from officers who attended a meeting with Andrew Pitts CMBC Director of Neighbourhoods to establish services currently being supplied by CMBC and the rules that Parish Councils have to follow regarding use of b) To consider the process of registering Stainland War Memorial with the relevant bodies	
18.3, 10	To receive notes from the Annual Assembly of the Parish Thursday 24 <sup>th</sup> May 2018	
18.3, 11	Correspondence a)To consider arrangements for receiving hand delivered correspondence at the library	

	b)To consider any correspondence or comments received from residents	
18.3, 12	Data protection a)To receive information about GDPR requirements for Parish councils b)To agree the process for adopting a data protection policy	
18.3, 13	a)To agree the process for adopting a Transparency Code	
18.3, 14	Date and Venue of Next Meeting Thursday August 16 <sup>th</sup> at 7.30pm	