

**The next meeting of Ousden Parish Council will take place on Tuesday 8th March 2016 at 7.20pm. in Ousden Village Hall.**

**Members of the public are welcome to attend and may speak to the Council about any items on the agenda during the Open Forum at the start of the meeting. Members of the public are welcome to stay and observe the rest of the meeting, but are not allowed to speak to the Council during the meeting.**

#### **AGENDA**

1. To accept apologies and reason for absence.
2. Declaration of interest by Councillors in items on the agenda.
3. To approve the minutes of the meeting Tuesday 12th January 2016
4. Report from County Councillor Mary Evans
5. Report from Borough Councillor Clive Pollington
6. To discuss any Police issues
7. To receive an update on the list of actions agreed at the last meeting.
8. Finance
  - a) Approval of any payments authorised between meetings
  - b) Approval of any payments and signing of Schedule of Payments
  - c) Signatory to complete the checklist of Internal Controls
  - d) To receive a statement of receipts and payments made since the last meeting
  - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2016 - 2017
  - f) To approve the setting up of a new Standing Order for the clerk's salary
  - g) To review the income and expenditure for 2015/16 against the budget and discuss the level of reserves for general and earmarked expenditure.
  - h) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
  - i) To review the Council's risk assessment
  - j) To check that the levels of liability insurance are adequate
  - k) To review the Council's Financial Regulations Orders and ensure that they are being complied with
  - l) To appoint a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings
  - m) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2016 and complete the inspection checklist.
  - n) To appoint an internal auditor to complete section 3 of the annual return
  - o) To review the effectiveness of the internal audit.
  - p) To review the Council's Standing Orders
  - q) To receive information about the Council's precept request and check that the amount and any grants received are correct.
  - r) To check the level of the Council's reserves at year end.
  - s) Letter from the Pensions Regulator confirming that the Declaration of Compliance has been completed and that no employees are eligible for auto-enrolment.
  - t) Mandate variation form for the Bank of Scotland and letter from BOS re inactive account
  - u) Letter from SALC re subscription fees for 2016/17
9. To discuss any highways/rights of way issues/transport/tree issues
  - a) VAS update
  - b) Footpath map update
  - c) Footpath clearing
  - d) Update on the complaint about vehicle damage to byways
10. To discuss the possibility of purchasing a defibrillator for the village
11. Update on the Community Governance Review and the final recommendations
12. To discuss any village issues
  - a) The future of the phone box
  - b) 30mph stickers for bins
13. To discuss the following correspondence:
  - a) E-mail from SEBC giving date of the next Parish Conference on Monday 11th April
  - b) Letter from St Edmundsbury Newstalk requesting a donation
  - c) Information from Suffolk County Council about a survey regarding Recycling Centre opening hours and the suggestion to close on a Wednesday and open for longer on Sundays, Bank Holidays and one day a week during summer hours.
14. Any other business for noting or including on the agenda of the meeting on Tuesday 10th May 2016