

**The next meeting of Ousden Parish Council will take place on Tuesday 13<sup>th</sup> March 2018 in Ousden Village Hall. The meeting will begin at 7.20pm with an Open Forum. This is an opportunity for residents to speak to councillors informally about any items on the agenda.**

**Members of public may stay and observe the rest of the meeting but are not allowed to address 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 held on Tuesday 9th January 2018
4. County Councillors Report
5. District Councillor's report
6. Police issues
7. To receive an update on the list of actions agreed at the last meeting
8. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments
  - b) Approval of payments authorised between meetings
  - c) To receive a statement of receipts and payments (including online payments) made since the last meeting
  - d) To receive a statement of receipts for the financial year 2017/18
  - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2018 - 2019
  - f) To review the Council's grass cutting contract
  - g) To review the clerk's salary for 2018/19 and approve future payments being made online.
  - h) To check the PAYE details and tax code for the clerk's salary
  - i) To review the income and expenditure for 2017/18 against the budget and discuss the level of reserves for general and earmarked expenditure
  - j) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
  - k) To review the Council's risk assessment
  - l) To check that the levels of liability insurance are adequate
  - m) To review the Council's Financial Regulations Orders and ensure that they are being complied with
  - n) To appoint an internal auditor to check the Council's system of internal controls and review the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.
  - o) To review the effectiveness of the Council's internal controls
  - p) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2018 and complete the inspection checklist.
  - q) To review the Council's Standing Orders
9. To discuss the following planning issues:
10. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Email from SCC Highways re its Community Self Help Survey
  - b) Update on the meeting with Glyn French on 7<sup>th</sup> February
11. Update on preparations for GDPR
  - a) Risk assessment
  - b) Security of data and measures we need to take to protect data
  - c) Checklist for councillors
  - d) Liability insurance if there is a data breach
12. To discuss any village issues:
  - a) Update on the repairs to the phone box
  - b) Purchase of litter picking equipment for volunteers
  - c) Should the Parish Council purchase a larger notice board?
13. To discuss the following correspondence:

- a) Email from Suffolk Neighbourhood Watch Association requesting a one-off donation of £50 to help them run the scheme now that they have taken over responsibility for the scheme from Suffolk Police and asking if Ousden would be interested in joining the scheme.
  - b) Email from Community Payback asking if there are any village projects they can help with
  - c) Email from St Edmundsbury Borough Council re Hargrave Neighbourhood Plan Consultation
  - d) Email from Team Big Things about a TV show which will be funding numerous public art projects around the country and asking if Ousden residents would like to nominate their own village to win the chance of creating a new landmark for their community
  - e) Letter from Newstalk requesting a donation
14. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Tuesday 8<sup>th</sup> May 2018