

**I hereby give you notice that the
Annual Meeting of the Wereham Parish Council
will be held at Wereham Village Hall on Tuesday 14 May 2019 At 7.00 pm**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Members of the Public and Press Welcome to Attend

Agenda published: 1 May 2019 and Circulated to Borough and County Councilor

*Helen Richardson
Clerk to Wereham Parish Council and Financial Responsible Person*

7.00 pm **Public Comments / Questions on Parish Issues.**

An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting.

- 1.0 **Election of Chairperson** and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
- 2.0 Openess and Transparency Notice
- 3.0 To consider **apologies for absence**
- 4.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 5.0 5.1 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 12 March 2019
- 5.2 Matters Arising as the Clerks Report
- 6.0 Parish Council Administration
 - 6.1 To Note Declaration of Acceptance of Office
 - 6.2 To Note Returns Code of Conduct
 - 6.3 To Note Declaration of Interests (Pecuniary and Non-Pecuniary) (within 28 days)
 - 6.4 To Note Dispensation Requests
 - 6.5 To Note Spending Return and Declaration for Elections (within 28 days)
 - 6.6 To Approve Standing Orders (2019-20)
 - 6.7 To Approve Financial Standing Orders (2019-20)
 - 6.8 To Approve Financial Risk Assessment (2019-20)
 - 6.9 To Approve the Assets Register as at 31.03.19
 - 6.10 To Approve Annual Insurance Renewal
 - 6.11 To Approve Statement of Accounts 201819
 - 6.12 To Approve Exemption Certificate of External Audit 201819
 - 6.13 To Approve Annual Governance and Accountability Return 201819
 - 6.14 To Approve Councillor Training
 - 6.15 To Consider Wereham in Relief in Need Charity
 - 6.16 To Consider Wereham Village Hall Trustee Representation
- 7 **Village Management Issues**
 - 7.1 To Approve St Margaret's Church Tower – Time Amendment and discuss servicing
 - 7.2 To Approve Twice Yearly Pond Tidy by Handyman
 - 7.3 To Approve Payment for Archived Wereham Cemetery Documents
 - 7.4 To Note NCC Correspondence Road Closure of B1160 20 - 21 June 19
 - 7.5 To Consider the results of the bi-monthly Risk Assessment inspection and agree any action required
Standard item verbal (Play area; Playing Field; Pond Area/A134; St Margaret's Churchyard; Cemetery) - Verbal from the Parish Clerk
 - 7.6 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways or the Handyman

8 **Finance** - To Accept accounts to 1 May 2019 and approve payments.

9 **Councillors Concerns and Agenda Items for next meeting**

10 **Forward Work Programme – below***

11 **Date of Next Meeting – Tuesday 9 July 2019**

12 **EXCLUSION OF PRESS AND PUBLIC**

The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). Opportunity for Clerk to discuss any HR issues.

*Forward Work Programme

JULY

Tree Management Survey

Approval of Revised Cemetery Regulations* (Fees Reviewed Nov 18 next time May 2020)

Hiring of the Playing Field

Finance Committee

Personnel Committee

SEPTEMBER

Commission of Quotations for Grounds Maintenance Contract 2020/21 Onwards

NOVEMBER

Commissioning of Annual Playground Inspection

Draft Parish Precept and Budget Setting

Approval of Grounds Maintenance Contract 2020/21 onwards

JANUARY

Approval of Parish Precept and Budget

MARCH

Receive Annual Playground Inspection Report

MAY

(Annual Parish Meeting and Annual Meeting of the Parish Council)

Annual Governance and Accountability Return *

Election of Chair and Vice Chair*

Declaration of Acceptance of Office Returns Annual review*

Declaration of Interests (Pecuniary and Non-Pecuniary) Annual Review*

Annual Insurance Renewal*

Standing order review *

Financial Regulations Review*

ONGOING - Play Area, Churchyard, Pond, Playing Field; Cemetery Inspections Rota; Clerk May; TBC July; TBC Sept; TBC Nov; TBC Jan; TBC March; TBC May; Clerk July