

St Helens Parish Council

Chairman: Cllr Joe Robertson Clerk: Peter Baxter MA MCGI
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2 May 2017

PUBLIC NOTICE

The annual meeting of St Helens Parish Council will be held on Monday 8 May 2017 at 7pm in St Helens Community Centre. The business to be transacted is set out below:

P Baxter, Clerk

Agenda

1. **016/17/18 Election of Chairman-** to elect a Chairman for the ensuing year and to receive signed Declaration of Acceptance of Office.
2. **017/17/18 Election of Vice Chair-** to elect a Vice Chair for the ensuing year and to receive signed Declaration of Acceptance of Office.
3. **018/17/18 Apologies-** to receive apologies.
4. **019/17/18 Declarations of interests and requests for dispensation-** (Members are reminded of the need to register their interests within 28 days of being elected and to keep their Register entries under review.)
 - a) To invite Members to declare any pecuniary or other prejudicial interest they might have in the matters on this agenda (Members with pecuniary or prejudicial interests must leave the room for the relevant items);
 - b) To receive requests for and, if appropriate, grant dispensation to take part in debate or decisions on items.
5. **020/17/18 Minutes-**
 - a) To approve the minutes of the Council meeting held on 10 April 2017; **[Paper A]**
 - b) To consider the Actions Register. **[Paper B]**
6. **021/17/18 Vacancies in the office of Councillor-** [two vacancies arise following an uncontested election returning six candidates]
 - a) to review the Council's co-option procedure; **[Paper C]**
 - b) to agree two vacancies are to be advertised for co-option.
7. **022/17/18 Standing Orders and Financial Regulations- [Black file]**
 - a) to agree revised Standing Orders and Financial Regulations, to take effect with the preparation of the June 2017 meeting and onwards;
 - b) to agree the distribution of meetings Summons by email, and to receive notice of individual Members opt-out preferences [SO15(b)(i)];
 - c) to review policy decision for each vote to be recorded by name [SO3(r)].
8. **023/17/18 Code of Conduct-** to review the Members' Code of Conduct [no changes proposed]. **[Black file]**
9. **024/17/18 Review of Committees and Working Groups-** to establish Committees and Working Groups, if any, for the ensuing year [Personnel Panel to be recommended].
10. **025/17/18 Nominations to Committees, Working Groups and as Lead Members-**
 - a) to make nominations to the Committees and Working Groups of the Council;
 - b) to nominate Lead Members on subject matters of interest.
11. **026/17/18 Nominations to external bodies-** to make nominations to bodies external to the Council:
 - a) Isle of Wight Association of Local Councils (IWALC);
 - b) St Helens Carnival Society;
 - c) Bembridge Harbour Advisory Group;

12. **027/17/18 Review of memberships and subscriptions of the Council to/of other bodies-**
 - a) Isle of Wight Association of Local Councils (IWALC) [existing, annual subscription];
 - b) Open Spaces Society [proposed, annual subscription];
 - c) Bembridge Harbour Trust [existing, no subscription].
13. **028/17/18 General Power of Competence-** to confirm eligibility and to adopt the General Power of Competence set out in the Localism Act, 2011.
14. **029/17/18 Review of Insurances-** to review the Council's insurance requirements for the ensuing year.
15. **030/17/18 Internal Audit-** to receive the Internal Auditor's report for 2016/17. **[Paper D]**
16. **031/17/18 Policies and Protocols-** to review existing, amend or adopt new, as indicated: **[Black file]**
 - a) Health & Safety Statement for 2017/18 [adopt new];
 - b) Equalities and Inclusion Policy [adopt new];
 - c) Freedom of Information Policy and Publication Scheme [review, and adopt amended];
 - d) Data Protection Policy [adopt new];
 - e) Corporate Plan Policy [adopt new];
 - f) Grants Policy [adopt new];
 - g) Complaints Policy [review, and adopt amended];
 - h) Member/Officer protocol [adopt new];
 - i) Communications protocol [adopt new];
 - j) Dignity at Work Policy [review, no changes recommended].
17. **032/17/18 Events-** to consider applications received for the use of Old Church Green-
 - a) 24 June or 1 July 2017 Wedding;
 - b) 9 September 2017 Wedding.
18. **033/17/18 Finance-** To authorise invoice payments as presented.
19. **034/17/18 Maintenance-**
 - a) To receive information update and to further consider actions required following damage to bench on the Green;
 - b) to receive notice of defects or maintenance required.
20. **035/17/18 Member matters-** [Note: these matters are not for discussion at this time. At the Chairman's discretion an interim answer may be put, pending further research for either written response or agenda item]
 - a) To receive questions on the work of the Council deposited with the Proper Officer by noon 7 May 2017;
 - b) To receive agenda items for the next meeting of the Council.
21. **036/17/18 Annual Parish Meeting, 2017-** To further consider arrangements for the provision of the Annual Parish Meeting.
22. **037/17/18 Meetings of the Council-** to agree the time and place of Ordinary meetings of the council for the ensuing year.