

RIPLEY PARISH COUNCIL

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11th May 2018

To: All Ripley Parish Councillors

You are hereby summoned to attend the **Annual Meeting** of **RIPLEY PARISH COUNCIL** to be held at **The Parish Council Office** on **Thursday 17th May 2018** at **1930hrs** for the purpose of transacting the following business.

Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council between 1930 and 1945hrs.



Jim Morris, BSc (Hons), PSLCC
Clerk to the Council

AGENDA

1. **ELECTION OF CHAIRMAN**

(Item managed by outgoing Chairman in accordance with Ripley Parish Council Standing Order 6.5)

To ELECT the Chairman of the Parish Council for the year 2018-19

2. **ACCEPTANCE OF THE OFFICE OF CHAIRMAN**

To RECEIVE the Chairman's declaration of acceptance of office

3. **ELECTION OF VICE CHAIRMAN**

To ELECT the Vice-Chairman of the Parish Council for the year 2018-19

4. **ACCEPTANCE OF THE OFFICE OF VICE-CHAIRMAN**

To RECEIVE the Vice-Chairman's declaration of acceptance of office

5. **APOLOGIES FOR ABSENCE**

To RECEIVE any apologies for absence from Ripley Parish Council members

6. **DISCLOSURE OF INTERESTS**

To RECEIVE any disclosure by members of non-pecuniary interests in agenda items

To RECEIVE any written requests for new disclosable pecuniary interests dispensations. Without a dispensation a member may not participate in any discussion on the matter or vote

7. **THE GENERAL POWER OF COMPETENCE**

To RESOLVE that Ripley Parish Council meets the conditions required to be able to use the General Power of Competence

Recommendation: That the parish council resolves eligibility for use of the General Power of Competence

8. MINUTES

To RECEIVE and SIGN as a correct record the Minutes of the Ripley Parish Council meeting held on Thursday 20th April 2017 (Appendix A)

9. DELEGATION ARRANGEMENTS

To REVIEW delegation arrangements to Committees; Sub-Committees; staff; and other local authorities

10. COMMITTEES' TERMS OF REFERENCE

To REVIEW the terms of references for parish council Committees

11. APPOINTMENT OF COMMITTEES, WORKING GROUPS, & REPRESENTATIVES TO OUTSIDE BODIES (Appendix B)

To APPOINT members of the Planning & Environment Committee, Communication & Liaison Committee, Leisure & Facilities Committee, and Christmas Event Committee

To APPOINT members of the Nature Reserve Working Group, and Finance Working Group

To APPOINT representatives from the parish council to the Police, Ripley Village Hall, Ripley & Send Matters, Ripley Farmers' Market, Local Committee, RideLondon, Press, and SSALC

To APPOINT parish representatives to the Anne Haynes Charity and Henry Smith Charity

12. REVIEW OF COUNCIL POLICIES: STANDING ORDERS & FINANCIAL REGULATIONS

To REVIEW Ripley Parish Council policies: Standing Orders; and Financial Regulations

13. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES

To REVIEW representation on, or work with, external bodies, and arrangements for reporting back

14. REVIEW OF INVENTORY OF LAND AND ASSETS, BUILDINGS, AND OFFICE EQUIPMENT

To REVIEW Ripley Parish Council's inventory of land and assets, buildings, and office equipment (Appendix C)

15. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

To REVIEW Ripley Parish Council's insurance arrangements

16. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

To REVIEW Ripley Parish Council's and staff subscriptions to other bodies (Appendix D)

17. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

To REVIEW Ripley Parish Council policy: Complaints procedure (circulated with Agenda)

18. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

To REVIEW Ripley Parish Council procedures: Handling requests made under the Freedom of Information Act 2000; and the Data Protection Act 1998 (circulated with Agenda)

19. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

To REVIEW Ripley Parish Council policy for dealing with press and media (circulated with Agenda)

20. DATE AND LOCATION OF MEETINGS 2018-19

To REVIEW Ripley Parish Council schedule of meetings for 2018-19 (Appendix E)

21. REVIEW OF COUNCIL POLICIES

To REVIEW Ripley Parish Council policies not covered in Agenda items 9 - 20

22. CHAIRMAN'S REPORT

To RECEIVE and CONSIDER a report from the Parish Council Chairman

23. CORRESPONDENCE

- i) Letter regarding Parish Council funding for Ripley Village Hall (Appendix F)
- ii) Email regarding a noticeboard at the Allotments (Appendix G)
- iii) Letter regarding Ripley Village Hall and Ripley School (Appendix H)
- iv) Email regarding the parish council's Spring cut (Appendix I)
- v) Request for funding from Kent Surrey Sussex Air Ambulance (Appendix J)

24. GENERAL DATA PROTECTION REGULATION

To RECEIVE and CONSIDER a report on the upcoming General Data Protection Regulation (GDPR) (circulated with Agenda)

25. FINANCE

To RECEIVE and CONSIDER matters ongoing under the auspices of parish council finance:

- i) **To RECEIVE and APPROVE** the schedule of accounts received and paid for the period 01/04/18 - 30/04/18 totalling £85,697.67 (Appendix K)
- ii) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk

26. PLANNING & ENVIRONMENT

To RECEIVE and CONSIDER matters ongoing under the remit of the P&E Committee:

- i) Minutes of P&E Committee meeting held 09/04/2018 (Appendix L)
- ii) GBC Submission Local Plan
- iii) FWA Inquiry
- iv) Surrey Hills Enterprises Rural Economy Conference 2018 (Appendix M)

27. LEISURE & FACILITIES

To RECEIVE and CONSIDER Leisure & Facilities matters ongoing:

- i) Nature Reserve Working Group
- ii) Burial Ground extension
- iii) Benches on The Green
- iv) Ripley CofE Primary School
- v) Oak Processionary Moth (OPM) Caterpillar update
- vi) Potholes on the Milk Road (report circulated with Agenda)
- vii) Posts & Rails replacement 2018 (report circulated with Agenda)

28. RIPLEY VILLAGE HALL

To RECEIVE and CONSIDER a report on recent meetings of the Ripley Village Hall CIO
To RECEIVE and CONSIDER questions raised by audit regarding Village Hall redevelopment (circulated with Agenda)

29. ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

To RECEIVE from members any items for inclusion on the Agenda of a future meeting

PART 2: CONFIDENTIAL ITEM

30. **To PASS A RESOLUTION** to exclude members of the public and press from the meeting at Part 2, Item 31 of the Agenda

31. CLERK'S SALARY

To RECEIVE and CONSIDER the National Joint Council for Local Government Services updated payscales for 2018-19 (circulated with Agenda)

32. DATE OF THE NEXT PARISH COUNCIL MEETING

To NOTE the date of the next Parish Council Meeting: **Thursday 21st June 2018**