

Potterspurvy Parish Council

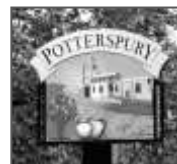
Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence

clerk@potterspurvy.org.

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NOTICE OF ANNUAL MEETING OF PARISH COUNCIL

Dear Sir / Madam

I hereby give you notice that the **ANNUAL MEETING OF THE COUNCIL** of the above-named Parish will be held in the **Village Hall, Church End, Potterspurvy on Wednesday 19 May 2021 at 7:00pm**. 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 are invited to attend.

Jane Spence
Jane Spence - Clerk

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Acceptance of Office**
- 4. Register of Member's Interest**
- 5. Approve apologies for absence**
- 6. The Minutes of the Annual Meeting held on 8 May 2019 were approved at the Parish Council meeting on 12 June 2019 and signed by the Chair, Cllr S Parkin. No meeting held in 2020 due to Coronavirus pandemic** (The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020).
- 7. Approve Parish Council Documents and Policies.**
 - (i) Asset Register 2020-2021
 - (ii) Risk Assessment 2020-2021
- 8. Election of Committees and Working Groups**
 - (i) Village Improvements Working Group
 - (ii) Finance Working Group
 - (iii) Personnel Committee
 - (iv) Conservation Area Working Group
 - (v) Parish Plan Working Group
 - (vi) Emergency Plans Working Group
- 9. Election of Representatives and Coordinators**
 - (i) Consultations Coordinator
 - (ii) Planning Coordinators
 - (iii) Village Hall Representative
 - (iv) Sports and Social Club Representative
 - (v) Public Transport Coordinator
 - (vi) Tree Wardens
 - (vii) Highways and Snow Coordinator
 - (viii) Charity Coordinator
 - (ix) Allotments Coordinator
 - (x) Streetlight Coordinator
 - (xi) Conservation Area Warden
 - (xii) Parish Path Co-ordinator
 - (xiii) Environmental Co-ordinator
 - (xiv) Environmental Co-ordinator
 - (xv) Old Mail Correspondent
- 10. Consider Rents for 2021-2022**
 - (i) Football Club Playing Field pitch hire - currently £80 per adult team x 2
 - (ii) Allotments - currently £20.82 per plot (£7.50 rent plus £13.32 insurance)
 - (iii) Sports and Social Club – currently £500 per annum

11. Payments for 2021-2022

- (i) Church clock winding £25 per annum
- (ii) Church clock service £238 per annum
- (iii) Church porch light £25 per annum
- (iv) Litter picking contract £100 per month
- (v) Hire of Village Hall for Parish Council meetings £20 per meeting (small room)
- (vi) Clerk's salary rate £13.78 per hour SCP 21 (effective 1 April 2020 backdated)
- (vii) Zurich Insurance £1,228.09 including taxes - year four of five-year agreement (not including Chapel of Rest).
- (viii) Dog Bins – £2.69 per bin per empty (9 bins emptied weekly)
- (ix) Quarterly play area inspections – £215 per visit (CPM Playgrounds Ltd)
- (x) Annual play area inspection - £323 per annum (Play Inspection Co.)
- (xi) Budget for grants / donations: £1050.
- (xii) Subscriptions: SLCC £166, Northamptonshire ACRE £35, NCALC £555, SNAST £20, Parish Online £60.
- (xiii) Audit Fees: £745.
- (ix) PSSC: £430 – contributions to CCTV electricity, broadband and waste collection)
- (x) Grounds Contract: £11,850
- (xi) Payroll Services: £265.

12. Next Annual Meeting of the Parish Council: 11 May 2022 at 7:00pm.