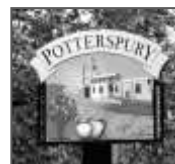


Potterspurvy Parish Council

Clerk: Mrs Jane Spence 228 Park Lane Northampton NN5 6QW
01604 587265 clerk@potterspurvy.org www.potterspurvy.org.uk



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 on **Wednesday 10 May 2023 at 7:00pm** in the Village Hall, Church End, Potterspurvy. 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
3 May 2023

AGENDA

- 1. Election of Chairman**
- 2. Acceptance of Office form**
- 3. Election of Vice Chairman**
- 4. Approve apologies for absence.**
- 5. Minutes** – The Minutes of the Annual Meeting held on 11 May 2022 were approved at the Parish Council meeting on 8 June 2022 and signed by the Chair, Cllr S Parkin.
- 6. Election of Committees and Working Groups (WG):**

i	Personnel Committee	Delegated responsibility for all personnel matters including recruitment and recommending pay scales.
ii	Finance WG	Responsibility for advising PC on all financial matters. Lead for developing budget.
iii	Conservation Area WG	Recommending development plans for Mill Pond Meadow Conservation Area
iv	Emergency Plans WG	Developing plans for emergencies as they affect our community and within powers of PC
v	Strategic Planning WG (new)	Monitor and comment on major planning proposals and changes to the Local Plan. Work with other local PCs through A5 Alliance
vi	Village Survey WG	Annual survey of village – check on condition of village infrastructure.

7. Election of Representatives and Coordinators:

i	Planning Coordinators	Report to PC on current planning applications and their background
ii	Village Hall Link	Liaise with Village Hall Committee in our role as trustees
iii	Sports & Social Club Link	Liaise with Sports & Social Club Committee in our role as landlord
iv	Mill Pond Meadow Warden	Responsibility for regular inspections and recommending actions regarding maintenance
v	Tree Wardens	Carry out inspections on tree issue reports, Advise PC when specialist advice is required involving tree maintenance.
vi	Highways & Snow Coordinator	Liaise with relevant highways authority (Northants Highways / National Highways) to ensure roads are kept open and safe. Check grit bins (PC & WNC) are full before winter.
vii	Streetlight Coordinator	Carry out regular inspections and report streetlight faults to Clerk. Recommend areas of improvement.
viii	Internal Financial	Liaise with Clerk (Responsible Financial Officer). Reconcile

	Controller	payments with invoices. Check bank reconciliations.
ix	Old Mail Reporter	Take notes at PC meeting and prepare report for Old Mail.
x	Website Coordinator	
xi	Facebook Coordinator	
xiii	Communications Coordinator	
xiv	Parish-on-Line Coordinator	
xv	Play Area Coordinator	
xvi	PRG Allotments Coordinator	
xvii	Bus Service Liaison	
xviii	Rights of Way Coordinator	Check rights of way footpaths in and around parish.
xix	Environmental Coordinators	Minor vegetation and tree works not requiring specialist professional equipment.
xx	Police Liaison Rep	Village liaison with Northants Police.
xxi	Village Hall Liaison	

8. Consider Rents for 2023/24

- (i) Football pitch hire
 - a. One Potterspurpy Senior Team: currently £80 per team pa.
 - b. Towcester Town FC Junior Team: currently £100 per team pa.
- (ii) Sports & Social Club – currently £500 pa.
- (iii) PRG Allotments: Per plot currently £7.50 tenancy rent plus insurance share per plot.

9. Consider Payments for 2023/24

- (i) Clerk's salary: SCP 22, 16 hours per week.
- (ii) Church clock: £275 pa.
- (iii) Insurance Renewal 1 June 2023 – quotations to be considered at PC Meeting.
- (iv) Litter picking: £100 pm.
- (v) Meeting room hire: Village Hall £25 per meeting.
- (vi) Dog bins: £3 per bin from June 2023.
- (vii) Play Area Inspections:
 - a. Operational inspection 3 x per year - £215 per visit (CPM Playgrounds).
 - b. Annual inspection - £368 pa (Play Inspection Company – new rate November 2023 first increase since 2018 – was £323).
- (viii) Grants / Donations Budget (including S 137): £1150 pa.
- (ix) Subscriptions:
 - a) Northants CALC - £618
 - b) Society of Local Council Clerks - £177
 - c) Northants ACRE - £35
 - d) Parish Online - £42 (discounted)
 - e) Campaign to Protect Rural England (CPRE) - £36
 - f) South Northants Area Support Team (SNAST) NHW – No charge 23/24
 - g) WordPress Website Domain 2 years - £60
 - h) Namesco – potterspurypc.org.uk renewal 6 years - £69
- (x) Audit Fees: £700 pa.
- (xi) PSSC: Contributions CCTV electricity, broadband, waste collection: £600 pa.
- (xii) Grounds Contract: £12,380 pa (year two of three-year contract).
- (xiii) Payroll Services: £300 pa.

10. Next Annual Meeting of Potterspurpy Parish Council: 8 May 2024.