

## CLAYTON PARISH COUNCIL

### **TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL**

**YOU ARE HEREBY SUMMONED** to attend a Meeting of Clayton Parish Council to be held at **Clayton Village Hall** on **19<sup>th</sup> July 2018** at **7pm**, for the purpose of transacting the following business. Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

#### **C. Hepton**

Claire Hepton  
Clerk to Clayton Parish Council  
Date: 7<sup>th</sup> July 2018

Tel: 0781 2584 615  
E-mail: clerk@clayton-pc.gov.uk

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### **AGENDA**

#### **1. APOLOGIES FOR ABSENCE**

To receive and consider the acceptance and approval of Apologies for Absence notified by Members.

#### **2. DISCLOSURES OF INTEREST (Members Code of Conduct)**

To receive disclosures of interests from Members on matters to be considered at the meeting as detailed in the Parish Council Code of Conduct adopted at the Parish Council meeting on 15 November 2012. A Member must register with the Monitoring Officer any change to interests or new interests in Appendix A and B within 28 days of becoming aware of it.

A Member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a "sensitive interest".

A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.

#### **3. ADMISSION OF THE PUBLIC**

*(Public Bodies (Admission to Meetings) Act 1960,  
Clayton Parish Council Standing Order No.67)*

To determine if any of the tabled items to be discussed require to be held in closed session.

#### **4. PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA (Papers previously circulated to Members)**

To receive the Minutes of Clayton Parish Council's meeting held on 17<sup>th</sup> May 2018. The Chairman/Parish Clerk will detail any progress made on Matters Arising from the Minutes

**Recommended: That the presented Minutes are accepted as a correct record of Clayton Parish Council's meeting held on 17<sup>th</sup> May 2018, and that they are signed by the Chairman.**

The clerk informed the council on the matters arising following the last council meeting:

#### **5. CHAIRMAN'S REMARKS AND CORRESPONDENCE**

The Chairman will outline other issues relating to activities undertaken since the last meeting and prior to the current meeting and notable correspondence received (a summary and copies of which wherever possible have been circulated to Members previously) for information, and, if deemed appropriate, for consideration and resolution by the Council.

#### **6. ELECT A VICE – CHAIRMAN/SIGN OFFICE OF DECLARATION FOLLOWING APPOINTMENT.**

This item was deferred from the last meeting. Nominations are welcome to fill this post.

#### **7. COMMITTEE REPORTS/WORKING GROUPS**

##### **a) STAFFING**

###### **➤ Report from the chairman**

Cllr Pitts will provide a report on staffing matters since the last parish council meeting.

##### **b) PLANNING**

- **Report from the chairman**  
Cllr Thirkill will report on planning matters since the last parish council meeting

### **c) FINANCE**

- **Report from the chairman**  
Cllr Pitts will provide a report on finance matters since the last parish council meeting.
- **Invoices paid and due for payment.**  
Members will note that most payments are now being made by bank transfer. The Chairman of the parish council and that of the finance committee are the 2 notifiable members who are advised prior to payment.  
*Details to be circulated to Members at the Meeting.*  
  
**Recommended:** That the list of invoices and cheques paid and due for payment be approved and signed by the Chairman
- **Financial regulations/risk assessment**  
Members are asked to review the updated policies. These have been approved at a meeting of the finance committee on 2<sup>nd</sup> July and submitted for ratification.

### **d) EVENTS**

- **Report from the Chairman**  
Cllr Cunningham will provide a report on staffing matters since the last parish council meeting.
- **Task list for events**  
A task list has been prepared for the events that the committee have planned. Members are asked to put their name next to parts that they will take charge of. List to be circulated at the meeting but will be emailed out in advance also.

### **e) BUSINESS PLANNING WORKING GROUP**

- **Report from the Chairman**  
Cllr Smith will provide a report on business planning since the last parish council meeting.
- **Terms of Reference**  
To approve the working groups terms of reference.

### **8. GRANT AID**

#### **Applications**

Members are asked to consider the following applications for grant aid from organisations based in the Parish subject to the provisions of the policy for administering grants in the current budget year and, if deemed appropriate, to determine the amount of financial assistance to be contributed.

- **Mayfield Cricket Club**

A request for £985 has been received from the above organisation. The grant would be used to help repair a wall on the clubhouse and go towards purchasing a generator. Full details are attached.

- **Youth Toller Café**

A request for £680 has been received from the above organisation. The grant would be used to help towards costs including room hire at the Village Hall. Full details are attached.

### **9. DEFIBRILLATOR**

Cllr Vasey will provide an update following on from the last meeting with actions now required.

### **10. YLCA BRANCH REPRESENTATIVE**

YLCA are looking for 2 members to represent them at the branch meetings which take place throughout the year at various locations within the Yorkshire area.

## **11. STANDING ORDERS**

Attached are revised standing orders which members need to approve and adopt. Full details are attached.

## **12. GDPR**

As part of the ongoing work towards being GDPR compliant the clerk has drafted 2 privacy notices (templates provided by YLCA). Members are asked to formally approve these. The documents sit on our website for anyone to read and print off.

## **12. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

To receive reports from Representatives to the following Outside Bodies, if applicable:

**Glenholme Allotments Association** - Update from Cllr Cunningham

**Parish council liaison meeting** – Update from Cllr Vasey

## **13. PUBLIC CONSULTATION AND QUESTION TIME**

To receive questions/comments from the Public on:

- any matter which is tabled for discussion on the Agenda;
- any other matter of public interest which is within the responsibilities of the Parish Council;
- And to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public and from Members of the Parish Council.

## **14. TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA**

## **15. DATE OF NEXT MEETINGS**

To confirm the date and time of the next meeting of full Clayton Parish Council. The next meeting will be on Thursday **27<sup>th</sup> September 2018 at 7pm** in the Village Hall

- Planning and Events meeting – 6<sup>th</sup> August 2018
- Business planning – 3<sup>rd</sup> September 2018
- Finance – 1<sup>st</sup> October
- Staffing Committee Meeting – tba