

## **Stoke Mandeville Parish Council**

Clerk: Mrs Sarah Copley - Tel: 01296 613888

### **NOTICE OF THE ANNUAL MEETING OF STOKE MANDEVILLE PARISH COUNCIL**

The Annual Meeting of **STOKE MANDEVILLE PARISH COUNCIL** will be held at the Community Centre (Committee Room), Eskdale Road, Stoke Mandeville on **Tuesday 19<sup>th</sup> May 2015** commencing at **7.30pm** for the purpose of transacting the following business.

**Members of the Public and Press are welcome to attend.**

### **AGENDA**

- 1. ELECTION OF CHAIRMAN** - To elect a Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.
- 2. ELECTION OF VICE CHAIRMAN** - To elect a Vice Chairman of the Council
- 3. APOLOGIES FOR ABSENCE** - To receive any apologies for absence
- 4. PARISH COUNCIL ELECTIONS**
  - a) To note the results of the Parish Council election and consider how to fill the vacancies
  - b) To receive the register of interests from all Councillors
- 5. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
  - a) To declare any non registered pecuniary or personal interests relating to the Agenda
  - b) To consider any written requests for dispensation received
- 6. OPEN FORUM FOR PARISHIONERS** -To adjourn the meeting to allow public participation and for issues to be raised with the Council. Items requiring a decision will be included in the agenda for the next meeting.
- 7. MINUTES OF PREVIOUS MEETING**
  - a) To approve the Minutes of the Meeting of the Parish Council held on 14<sup>th</sup> April 2015, copy enclosed
  - b) To receive a report on actions taken and note any outstanding actions (see appendix at end of minutes)
- 8. MEMBERSHIP AND REMIT OF COMMITTEES (Chairman)**

To review and agree the membership of Committees (papers enclosed)

  - a) Environment
  - b) Finance and Governance
  - c) Leisure
  - d) Planning
  - e) Staffing
- 9. APPOINTMENT TO EXTERNAL BODIES (Chairman)**
  - a) Greater Aylesbury Local Area Forum
  - b) Wendover Local Area Forum
  - c) ARLA Liaison Group
  - d) Aylesbury Transport Users Group

## 10. COUNCILLORS ALLOWANCES

To confirm the level of Councillor's Allowance for 2015-16

## 11. GENERAL POWER OF COMPETENCE

To confirm the Council's eligibility to use the General Power of Competence (Localism Act 2011)

## 12. SERVICE OF SUMMONS FOR MEETINGS

To confirm whether summons for meetings are to be sent by e-mail or post to councillors

## 13. FINANCE (Chairman of Finance Committee/Clerk)

- a) **Payment of Invoices** – to approve payments to be made (to be tabled)
- b) **Website hosting fee** – to note the cost of hosting the website has increased to £150pa and to consider whether to remain with existing host or move to another
- c) **Tree at Playing field** – to note cost of emergency work carried out to make safe a tree and to consider the quote for removal of remainder of the tree
- d) **Bank reconciliation and finance report** – to be noted (copy enclosed)
- e) **Banking arrangements** - to review the signatories on the Council's bank account and the standing orders and direct debits in place
- f) **Audit of 2014-15 accounts and Annual Return** – to receive the accounts for 2014-15 and to agree and sign the annual return for the external auditor (copy enclosed)
- g) **Community Centre Heating Upgrade** – to consider the level of contribution towards the cost of the heating upgrade for the Community Centre
- h) **Flower bed maintenance** – to consider the quote from Windowflowers to replant and maintain the flower bed on the village green
- i) **Sign for Tennis Courts** – to consider purchasing a new sign at a cost of £68.93 plus VAT

## 14. DEVOLVED SERVICES

To receive an update and consider signing v3 of the agreement in order to commence devolved services

## 15. HS2

- a) Visit by Select Committee – JH to report
- b) Petitioning to Select Committee – to receive any update

## 16. COMMITTEE REPORTS

- a) **Planning Committee (JH)**
  - To note minutes of meetings held on 23<sup>rd</sup> April (copy enclosed) and 14<sup>th</sup> May (to follow) and consider any recommendations therein
- b) **Leisure Committee (BE)**
  - To note minutes of meeting held on 28<sup>th</sup> April (copy enclosed) and consider any recommendations therein :
    - i) to write to AVDC expressing interest in leasing part of their land on Hawkslade
  - To note draft notes of joint meeting between the Committee and Stoke Mandeville Village Community Association (copy enclosed)

17. **CLERK'S REPORT** - To receive report from the Clerk on matters of note not on the agenda.

18. **CORRESPONDENCE** - To note receipt of the correspondence and agree any action to be taken (appendix 1)

## 19. POINTS OF INFORMATION

To enable Councillors to report on any issues within the parish or meetings, conferences or seminars they have attended since the last meeting as representatives of the Parish Council.

20. **DATE OF NEXT MEETING** – Tuesday 9<sup>th</sup> June 2015 at 7.30

*Sarah Copley*  
Sarah Copley, Clerk to the Council  
14<sup>th</sup> May 2015

## Appendix 1

### Correspondence for Council Meeting

<b>From</b>	<b>Details</b>	<b>Reply required?</b>
HS2	Notice of additional provisions material to be deposited with the Parish Council in mid July	N
RAF Halton	Invitation for Chairman to attend Annual Drinks Reception at Halton House Officers' Mess	Y
AVDC	Acknowledgement of receipt of applications to register Community Assets	N
SMVCA	Copy of their audited accounts for 2014-15	N
Magazine	Clerks and Councils Direct (copy in office)	N
Magazine	The Clerk Magazine (copy in office)	N
Bucks CC	Notice of highways maintenance works in Eskdale Road scheduled for mid-late May (copy enclosed)	Y