



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: Members of the Yaxley Parish Council

Sir/Madam

You are hereby summoned to attend the **Annual Meeting of Yaxley Parish Council** to be held on **Tuesday 9th May 2017 at 7.00 pm** in the **Council Chambers, Amenity Centre, Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

2nd May 2017

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- FC1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**
- FC2. ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**
- FC3. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- FC4. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item and to consider applications from Members for dispensation to speak and/or vote on items (schedule of applications attached).
- FC5. MINUTES**
To approve as a correct record the Minutes of the meeting of full Council held on Tuesday 11th April 2017 - attached.
- FC6. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- FC7. COUNCILLORS CROOKE AND REED**
To note the resignation of Councillors P Crooke and J Reed.
- FC8. COMMITTEE REPORTS**
To receive the draft Minutes of Meetings of the following Committees and to consider Any recommendations contained therein:
- FC8.1 Planning Committee held on 11th and 25th April 2017 (copies herewith)
- FC8.2 Community Facilities Committee held on 25th April 2017 (copy herewith).



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FC9. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS

To adopt the amendments and recommendations made by the Working Party – report attached.

FC10. MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES

FC9.1 Community Facilities committee (12 Members)

FC9.2 Planning Committee (8 Members)

FC9.3 Property Committee (12 Members)

FC9.4 Personnel Committee (8 Members)

FC11. APPOINTMENT TO WORKING GROUPS

To appoint Members to serve on the Policies and Procedures Working Group (6 members);

To appoint Members to serve on the Outdoor Adult Gym Equipment Working Group (3 members);

FC12. GENERAL POWER OF COMPETENCE

To resolve that the Council meets the eligibility to use the General Power of Competence at this particular point in time.

FC13. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES

To consider membership of other bodies – report attached.

FC14. COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 MONIES

To note the receipt of CIL payments and balance in the S106 reserve – report attached.

FC15. LOCAL HIGHWAY IMPROVEMENT SCHEME

To consider the proposed scheme and cost for the zebra crossing on Broadway.

FC16. ANNUAL PARISH MEETING OF THE ELECTORATE

To receive the Minutes of the Annual Parish Meeting of the electorate held on 6th March 2017 (copy herewith).

FC17. ACTUAL V BUDGET REPORT

To receive and note the Budget Report as at 31st March 2017 (copy herewith).

FC18. FINANCIAL STATEMENTS FOR YEAR ENDING 31ST MARCH 2017

To receive and approve the Financial Statements for the year ending 31st March 2017 and authorise the Chairman and RFO to sign them (*the figures for the Annual Return can be found on page 2*) – statement attached.

Please note that the Finance Officer will be attending the meeting, please send any queries to her in advance.

FC19. INTERNAL AUDITOR'S REPORT 2016/17

To receive and note the Internal Auditor's Report for the year ended 31st March 2017 - to follow.



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- FC20. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2016/17**
Prior to signing the Annual Return, Members must review the effectiveness of the Internal Audit Process – an analysis is attached.
- FC21. APPOINTMENT OF INTERNAL AUDITORS FOR 2017/18**
To confirm the re-appointment of Moore Stephens as Internal Auditors for the Financial Year 2017/18.
- FC22. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31ST MARCH 2017.**
- (a) ANNUAL GOVERNANCE STATEMENT 2016/17**
- To approve the Annual Governance Statement by resolution and to authorise the Chairman and RFO to sign the document. (*the Annual Governance Statement must be approved before the accounting statements*).
- (b) ACCOUNTING STATEMENTS 2016/17**
- To approve by resolution the accounting statements and to authorise the Chairman to sign them.
A copy of the Annual Return is attached to the Agenda.
- FC23. YAXLEY FESTIVAL ACCOUNTS**
To receive the final accounts for the 2016 festival, and subject to the Council being satisfied with their content to authorise the payment of the Council's funding for this year's festival (copy attached).
- FC24. POLICE MATTERS**
To receive a report on crimes reported during April (attached).
- FC25. BANK RECONCILIATION STATEMENT**
To receive a bank reconciliation statement as at 30/04/2017 (to follow).
- FC26. ORDERS FOR PAYMENT**
To receive and approve the schedule of Orders for Payment to date (to follow).
- FC27. FREEDOM OF INFORMATION REQUESTS**
To note Freedom of Information requests made since 1st May 2014 (herewith).
- FC28. REPORTS FROM REPRESENTATIVES**
- **Request from the Yaxley Partnership to hold a picnic on the Recreation Ground as part of the Great Get together on the weekend of 17th and 18th June 2017;**
 - **Petition and update regarding the closing of the Community Information Shop.**

Forthcoming meetings:

18th May 2017 – Policy Forum William De Yaxley School 7.00pm

23rd May 2017 – Planning Committee (7.00pm) followed by the Community Facilities Committee

13th June 2017 – Full Council (7.00pm) followed by the Planning Committee.

Cut off time for the meeting is 21.30