

CAYTHORPE AND FRIESTON PARISH COUNCIL

Dear Councillor,

You are hereby summoned to attend the Annual meeting of:

**Caythorpe and Frieston Parish Council
to be held on Wednesday 9th May 2018
commencing at 7.30pm in the Village Hall.**

The Agenda for the meeting is to be found below.

There will be a short public forum before the council meeting proper which will begin at 7.15pm. Members of the public may ask questions of or make short statements to the council during this forum. All councillors are requested to attend this forum. Should the forum last less than 15 minutes, the Parish Council Meeting will begin at that time.

M Stevens

2nd May 2018

Mr Mel Stevens
Clerk to the Parish Council

AGENDA

- 1. Election of Chairman and Vice-Chairman.**
- 2. Apologies for absence.**
- 3. Declaration of Interests** - To receive declarations of interests under the 2000 Local Government Act.
- 4. Election of members of the Planning Committee (6).**
- 5. Election of members of the Finance Committee (6).**
- 6. Appointment of representatives to the Village Hall, Playing Field and Allotment Committees and covering the following areas: Litter; Dog Fouling; News & Views and Defibrillators.**
- 7. Approval of Minutes of the last meeting of the Parish Council held on Wednesday 14th March 2018.**
- 8. Parish Clerk's Report** - Update on matters occurring since the last meeting not otherwise on the agenda.
- 9. Financial Matters:**
 - a. Approval of the Parish Council Internal Audit and Governance Statement for 2017/18.
 - b. Approval of End of Year Accounts 2017/18 – statement
 - c. General Data Protection Regulations – Summary Update
 - i. To appoint [Local Council Public Advisory Services (LCPAS)] as the councils Data Protection Officer
 - ii. Seek Approval for expenditure of £300 for DPO and Compliance.
 - iii. To adopt the Data Map (previously issued)
 - iv. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (previously issued)
 - v. To adopt the Privacy Notices [General & Staff (previously issued)]

- vi. To adopt Security Compliance Checklists for Clerk and all councillors
- vii. To note that the council is already registered as a Data Controller with the ICO
- d. To obtain acceptance of – CFPC Standing Orders
- e. To obtain acceptance of – CFPC Financial Regulations
- f. To obtain acceptance (signature) of – CFPC Disclosure of Personal Interests
- g. Authorisation of BACS/cheque payments.

10. Transport and Highways: - To discuss any parking and highways issues within the Parish

- a. High Street Congestion – Project Update.
- b. Community Speed Watch – Project Update

11. The Parish Environment:

- a. Planning – Report on Planning Matters affecting the Parish by the Parish Council Planning Committee Chairman. To include:
 - i. New Applications
 - ii. Applications Actioned
 - iii. Decision Notices
 - iv. Project Register
 - v. Other Issues
- b. To receive report from Cllr. Greybrook on the issue of Dog Fouling
- c. Armada Beacon – Update
- d. Other Maintenance Issues
 - i. Maintenance Register - Update
 - ii. Burial Ground – Review of any issues

12. Community Activities:

- a. Allotment committee...Cllr. Ashcroft.
- b. Playing Field committee....Cllr. Nelson.
- c. Village Hall committee...Cllr. Greybrook
- d. News & ViewsCllr. Nelson.
- a. Community Heartbeat...Cllr. Greybrook

13. Community Safety - Report on local crime and policing matters.

14. Items of urgent business.

15. Arrangements for next meeting –The next meeting of the Parish Council will be held in the Village Hall on **Wednesday 18 July 2018 beginning** at 7.30pm.