



WENDOVER PARISH COUNCIL

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AGENDA for ANNUAL PARISH COUNCIL MEETING

1st May 2018

St Anne's Hall 7:30pm

Membership: - Cllrs Ballantine (JB), Bulpett (SB), Clayton (MC), Duggan (RD), Green (RG), Gregory (NG), Haywood (DH), Morgan (CM), Myers (AM), O'Neill (KO), Walsh (TW) and Worth (SW).

To: All Members

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

	Item of Business	Action/Lead
1.	ELECTION OF CHAIRMAN	
	To elect a Chairman for the coming year of the Parish Council and receive the Chairman's Declaration of Acceptance of Office.	Decision/All
2.	ELECTION OF VICE CHAIRMAN	
	To elect a Vice Chairman of the Parish Council.	Decision/All
3.	APOLOGIES FOR ABSENCE	
	To consider any apologies for absence received.	Decision/All
4.	DECLARATIONS OF INTEREST	
	In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors will declare their interest in relation to this meeting. Councillors will also be asked to complete a Declaration of Interests Form for their term of office.	Note/All
5.	MINUTES	
	Consideration of approval of minutes of the meeting of 3rd April 2018.	Decision/All
6.	CO-OPTION	
	To consider an application to co-opt on to the Council.	Decision/All
7.	PUBLIC PARTICIPATION	
	<i>A maximum of 3 minutes per speaker will be allowed.</i>	
8.	REPORTS FROM DISTRICT AND COUNTY COUNCILLORS	Note
9.	COMMITTEES	
i	To consider recommendations from the Management Working Group (Appendix 2).	Decision/DH
ii	To agree membership of each Committee.	Decision/All
10.	OUTSIDE BODIES	
i	To receive reports from outside bodies.	Note/All
ii	To agree WPC representatives on other organisations' Committees, panels or liaison groups.	Decision/All
11.	REVIEW OF SUBSCRIPTIONS AND MEMBERSHIPS	
	To consider the Council's subscriptions and memberships for 2018/19.	Decision/All
12.	CORRESPONDENCE	
	To consider items of correspondence listed (Appendix 1).	Decision/EJ

13.	FINANCE COMMITTEE	
a	To note the end of year I&E report and balance sheet.	Note/SB
b	To consider the list of payments and sign cheques.	Decision/EJ
c	To consider continuing with direct debit payments and payment of salaries by fax order.	Decision/EJ
d	To consider recommendations (Appendix 2).	Decision/SB
14.	PLANNING COMMITTEE	
	To note draft minutes of the meetings of 3 rd & 17 th April 2018.	Note/RD
15.	AMENITIES COMMITTEE	
	To note draft minutes of the meeting of 17 th April 2018.	Note/SW
16.	STAFFING COMMITTEE	
	To note draft minutes of the meeting of 11 th April 2018.	Note/AM
17.	OTHER MATTERS	
a	HS2	
	To receive an update and any recommendations from the working group.	Decision/TW
b	Manor Waste	
	To receive an update and consider taking legal action for of the outstanding works.	Decision/TW
c	Community Engagement	
	To receive an update and consider any recommendations from the working group. (Appendix 2)	Decision/CM
d	Unitary Authority	
	To consider writing to the Secretary of State to confirm WPC's stance.	Decision/AM
e	Review and adoption of core documents	
i	To consider recommended alterations to Standing Orders.	Decision/EJ
ii	To confirm core policies such as complaints procedure, publications scheme & scheme of delegation have been reviewed in 2017/18.	Decision/EJ
f	Review of land and assets	
	To receive an update on the asset register and an inventory of WPC property.	Note/EJ
g	Review of arrangements for insurance	
	To confirm the Council has insurance cover in respect of all risks.	Decision/EJ
h	APM	
i	Consideration of approval of minutes of the meetings on 28 th April 2017 and 19 th April 2018.	Decision/EJ
ii	To review the 2018 APM and consider improvements for 2019.	Decision/EJ
18.	DATES OF FUTURE MEETINGS	Note/EJ
19.	CONFIDENTIAL ITEMS	
	The Public Bodies (<i>Admission to Meetings</i>) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.	-
20.	CLOSURE OF MEETING	-



Miss Ella Jones
Clerk to the Parish Council

Date: 26/04/2017

Appendix One – Correspondence

Type	From	Content
E- Mail	Wendover Resident	Hiring Manor Waste Fri/Sat night for catering van

Appendix Two – Recommendations

The Management Working Group recommends:

1. The Planning ToR are updated to include matters relating to infrastructure such as HS2 and RAF Halton Closure.
2. The Amenities ToR are updated to remove larger infrastructure topics but include specific Amenities matters within the Parish such as Parking, Open Spaces and Devolved Services. The Committee also reduces from 11 meetings a year to 8 (it currently does not meet in August) leaving it with 2 meetings per quarter.
3. The Finance ToR are updated to as recommended by the Finance Committee and its meetings are held in the evenings in place of the Amenities Committee in May, (August), November and February.
4. The Staffing Committee meets quarterly before or after the Finance Committee if membership of these Committees and the Planning Committee does not make this inconvenient.
5. The Notice of Meetings is altered to run from May to April with the municipal year and not from January to December with the calendar year beginning from May 2018.
6. Working Groups report to one of the four Standing Committees and reports on Committee minutes at each Council meeting include the activity of these groups. Currently, the Management, Community Engagement and HS2 Working Groups do not report to a Committee, it is recommended they report to Finance and Planning respectively.

The Finance Committee recommends:

1. To accept the changes suggested by the clerk in relation to the WPC Financial Regulations
2. To accept the changes suggested by the clerk in relation to the Finance Committee's TOR

The Engagement Working group recommends:

1. Due to lack of interest from the targeted organisation for the 'Older Persons Event' planned for June the WG recommend that the event is cancelled
2. The engagement working group recommends WPC purchase the following to support the Wendover Celebrates stall in terms of community engagement. Note: engagement budget is £1000.00 for 2018/2019.
 - Balloons for stall decorations and hand out for children
 - Re-useable drinks bottles, keep Wendover Green initiative/water fountain
 - Re-usable fabric bag
 - T shirts for Councillors to wear at event
 - Banners x 3 for stall and gator – Simple WPC design