

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

5th July 2019

To: Members of the Penkridge Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of the Penkridge Parish Council to be held on **Thursday 11th July 2019 at 7.30 pm** in Room 1 of the Haling Dene Centre. Please note that prayers will be led by the Rev Greg Yerbury at 7.25 pm prior to the commencement of the meeting.

Yours faithfully

Lesley Hough
Parish Administrator

Part I - Public Session

Audio recordings will be made of all Ordinary and Special Council meetings and Committee meetings, with the inclusion of confidential matters.

AGENDA

1. APOLOGIES
2. PERSONALIA AND EVENTS
 - [a] To receive the above for July 2019.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
3. DECLARATIONS OF INTEREST

Councillors are reminded to complete or update their DPI details to the PA no later than 28th July.
4. DISCLOSABLE PECUNIARY INTEREST (DPI)

To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION

Standing Orders - Public Participation

7.3[a] For a period of no longer than 15 minutes at the commencement of the meeting to receive comments from the general public present at the meeting, concerning relevant items or business of the Council. No person may speak **for more than 2 minutes** at the discretion of the Chairman.

33.5 The public are permitted to make representations, answer questions and give evidence in respect of any item.

33.6 The period of time which is designated for public participation in accordance with standing order above shall not exceed 15 minutes.

33.7 Each member of the public is entitled to speak **once only** in respect of business itemised on the agenda.

33.8 A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
6. POLICE MATTERS

To receive a police report containing incidents reported during May and June 2019.

7. MINUTES
To approve the minutes of:
 - [a] Full Council Meeting of 9th May 2019

8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning Meeting of the 13th June 2019
To receive the minutes of the:
 - [b] Finance and Resources meeting of 20th June 2019.

9. WORKING GROUP MINUTES
To note that no Minutes have been received.

10. OUTSIDE GROUPS WITH PC REPRESENTATION
To note that no minutes have been received.

11. ACCOUNTS
 - [a] To approve the accounts for payment for the month of June 2019.
 - [b] To approve the expenditure summary print outs for June 2019.

12. POLICIES & PROCEDURES
To receive and approve the following:
 - [a] To approve the inclusion of item no 27 in the Code of Conduct.
 - [b] To approve the introduction of a Managing Sickness Absence Policy & Procedure Policy as per South Staffordshire Council's policy
 - [c] To approve the update to the Social Media Policy as per South Staffordshire Council's policy
 - [d] To approve the update to the Audio Recording Policy as per South Staffordshire Council's policy.
 - [e] To approve the inclusion of item 3[g] in the Personal Harassment Policy.

13. LIBRARY
 - [a] To receive an email from SCC Community Capacity Manager advising that the collective view of the Panel is the partnership between PPC and SCC continues to enable the successful transfer of the Library.
 - [b] To receive the Terms and Conditions for Business from Hand Morgan and Owen and if the Council agree with the document the Chairman to sign on behalf of the Council.
 - [c] To receive and approve the attached email dated 17th June from SCC Health and Safety Advisor together with the proposed Health and Safety Policy at a cost of £300.
 - [d] To note that the Library has now been included on the Parish Council's Public Liability insurance and the contents cover for any criminal damage will cost an additional £104.35
 - [e] To receive and consider the Steering Group's Notes and the Action Plans for the above.
 - [f] To receive and consider an email dated 26th June from SCC Cllr Williams with regard to the Procurement Bid for Penkrige Library.

14. DATE AND TIME OF NEXT MEETING
Thursday 12th September 2019 at 7.30 pm

15. Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.