



The **Annual Meeting** of **Kirby Muxloe Parish Council** will be held on **Thursday 16th May 2019** at **Kirby Muxloe Parish Council Office**, Station Road, Kirby Muxloe commencing at **7pm** for the transaction of the below business.

All members of the Council are required to attend.

R. Atkinson
Parish Clerk

Dated: 10th May 2019

Parishioners and Press are most welcome to attend.

AGENDA

- 1 To elect a Chairman of the Council and to receive the declaration of acceptance of office**
- 2 To elect a Vice Chairman of the Council and to receive the declaration of acceptance of office**
- 3 To receive apologies for absence**
- 4 To receive any declarations of pecuniary and non-pecuniary interests to any matter pertaining to the agenda and to consider dispensations**
- 5 To confirm the minutes of the meeting held on of 18th April 2019**
- 6 Parishioners time**
(15 minutes are set aside for parishioners to raise issues and ask questions)

- 7 To receive an update from Kirby Muxloe Library and Community Hub**
- 8 To co-opt persons wishing to serve as Kirby Muxloe Parish Councillors**
- 9 To review and confirm the Meeting Schedule for 2019-20**
- 10 Appointment of Councillors to Committees/Working Parties and to review the Terms of Reference/Remit of Working Parties**
 - i. Leisure, Parks and Cemetery Committee
 - ii. Planning Committee
 - iii. 'The Byways' Committee
 - iv. Events Working Party
- 11 Appointment of Councillors to external Organisations**
 - i. Kirby Muxloe Village Hall
 - ii. Kirby Muxloe Library and Community Hub
- 12 To confirm cheque signatories/authorise online banking and to confirm replacing the Primary User on Business Internet Banking**
- 13 To review and confirm**
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Risk Management Schedule
 - iv. Asset Register
 - v. Arrangements for insurance cover
- 14 To review current policies/procedures and consider the introduction of any new policies**
- 15 To receive the Clerks report**
 - i. To verify all payments made since the previous meeting
 - ii. To verify and authorise the Payments Schedule
 - iii. To agree the Bank Reconciliation
 - iv. To provide an update on current s.106 projects
 - v. To note 'The Byways' renovations/associated costs to date
- 16 To discuss and consider**
 - i. The tender offers for refurbishment and modernisation of the 'The Byways' 11 Court Close, Kirby Muxloe
 - ii. Production of JCT Minor Works Contract for the refurbishment works at 'The Byways' 11 Court Close, Kirby Muxloe
 - iii. An overage agreement for Castle Road Car Park
 - iv. A draft of the updated Village Map
 - v. A request from Churches Together to provide a power socket in the cabinet behind the War Memorial
 - vi. Ex Committee Members of Forest East & Kirby Muxloe Flower Guild's request to display a plaque to highlight the planting of the daffodils by the War Memorial gates

- vii. A resident's offer to gift a 5-6ft oak tree
- viii. Supporting the Community Speed Watch Scheme

17 To consider quotations for:

- i. Remedial pre-season repairs on the football pitches
- ii. Installing a new noticeboard on Main Street

18 To consider annual subscriptions

PROPOSED FOR CLOSED SESSION

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100 and 102, members of the public and press are likely to be excluded from the meeting at this point due to the confidential nature of the business

19 To consider staffing matters

20 To receive an update on Freedom of Information Requests and to consider ongoing matters

21 To note any other business (This item should only be used to register future agenda items or items that are solely for information only. No issues requiring a decision or with a financial implication can be raised)

22 To confirm the date and place of next meeting.