

BUCKHURST HILL PARISH COUNCIL

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25 May 2018

The Annual Meeting of the Parish Council will be held at **7.00 pm** on **Thursday 31st May 2018**, at **Buckhurst Hill Library, 165 Queens Road, Buckhurst Hill**, and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

K O'Brien

Mr K. O'Brien
Clerk to the Council

AGENDA

1. **ELECTION OF CHAIRMAN**
 - a) To propose and second nominations for the office of Chairman, and if there is more than one nominee to vote thereon.
 - b) To sign the Declaration of Acceptance of Office of Chairman of the Council.
2. **ELECTION OF VICE-CHAIRMAN**

To propose and second nominations for the office of Vice Chairman, and if there is more than one nominee to vote thereon.
3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.
4. **REGISTER OF MEMBERS' INTERESTS**

To note that it is a legal requirement for Members to review their Registers of Interests and to complete and submit a new form to the Monitoring Officer within 28 days of any change.
(For practical purposes the Registers are returned to the Parish Office and sent to the Monitoring Officer at Epping Forest District Council.)
5. **DECLARATIONS OF INTEREST**

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members Code of Conduct. The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room whilst that item is being considered.
Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.
6. **PUBLIC PARTICIPATION**

To hear representations from members of the public

The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.
7. **MINUTES**

To approve as a correct record and authorise the Chairman to sign the Minutes of the Meeting held on 22 March, circulated previously.

8. MINUTES OF COMMITTEES

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 5 & 19 April, 10 & 24 May (draft)
- **Recreation & Community:** May 17th (draft).

9. CHAIRMAN'S AND CLERK'S COMMUNICATIONS

To receive communications from the Chairman of the Council, or the Clerk to the Council. Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.

10. COMMITTEES

- a) To consider/review the requirement for Committees.
- b) To appoint Members to Committees.
- c) To elect Chairmen of Committees.

11. REPRESENTATIVES TO OUTSIDE BODIES

To appoint Members to represent the Council at outside organisations. Current outside organisations where there is representation:

- Larger Local Councils' Forum (Chairman & Clerk)
- Local Councils' Liaison Committee [incl. Essex Association of Local Councils EF branch] (Chairman, Clerk +1)
- Buckhurst Hill Community Association (1)
- Buckhurst Hill Village Forum (3)
- Passenger Transport (2)
- Police Liaison Representatives (3)
- Roding Valley Nature Reserve (1)
- Rural Community Council for Essex – AGM only (1)
- EFDC Standards Committee (1)

12. CALENDAR OF MEETINGS 2018/2019

To agree the Council's schedule/cycle of meetings for the forthcoming year, circulated, dependant on the outcome of item 10. To note that dates of individual meetings may change if necessary.

13. FINANCE

- a) To note the Council's financial position as at 31 March, circulated.
- b) To agree carry overs from 2017/18 to 2018/19, details circulated.
- c) To note the Earmarked Reserves (EMR) for 2018/19 details circulated.

14. AUDIT REPORT

To consider the report of the Internal Auditor, circulated if available.

15. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR).

- (a) To complete and sign Section 1, the Annual Governance Statement of the Annual Return for the year ended 31 March 2018, circulated.
- (b) To approve and sign the Section 2, Accounting Statements of the Annual Return for the year ended 31 March 2018, circulated.

16. RISK MANAGEMENT

To agree the adoption of the revised Risk Management Assessments, as recommended by the Finance & Establishment Committee (FE 017/17(2)), previously circulated.

17. INTERNAL AUDITOR

To appoint the Internal Auditor for the financial year 2018/2019 (currently Auditing Solutions).

18. **INVESTMENT POLICY**
To consider and agree a new Investment Policy for the Council, draft circulated.
19. **STAFF SALARIES**
To note that staff salaries were adjusted in line with negotiated NJC pay scales this April. Provision for these are included in the Budgets agreed by Full Council (see FC Minute FC 089/17).
20. **PAYROLL SUPPORT**
To note that the arrangements for payroll support have been transferred from Acumen, our current provider, to Messrs James Todd & Co. This new arrangement will be reviewed later in the year.
21. **IT UPGRADE**
To discuss and agree revised costs for the specialist provision of office IT equipment upgrade previously agreed (FC 034/17), in accordance with Financial Regulations (Contracts) – Para 11(a)ii “Specialist Services” .
22. **RESPONSIBLE FINANCIAL OFFICER (RFO)/DEPUTY CLERK**
To note that from June 1st, 2018 Miss Julie Taylor will assume the role of RFO/Deputy Clerk and that Mrs Val Evans will assume the title of Associate Parish Clerk until her official leaving date of June 29th, 2018.
22. **FORWARD PLAN**
To review the Forward Plan, circulated.
23. **CHAIRMAN’S CHARITY**
To agree the Chairman’s charity for the Council year 2018/2019.
24. **HOLOCAUST MEMORIAL**
To consider and agree a recommendation from the Recreation & Community Committee, that Stacey Gardens be considered as the site of a Holocaust Memorial for Epping Forest District and to authorise representatives to (a) liaise with representatives of the local Jewish community in this regard and (b) table a proposal at the next EFDC Council meeting, seeking their support and backing for this recommendation.
25. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**
To receive an update on GDPR arrangements.
- It is proposed the meeting move into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960)*
26. **APPOINTMENT OF A DATA PROTECTION OFFICER**
To discuss and agree the appointment of the independent Data Protection Officer (DPO) for the Council.
27. **LIBRARY SUPERVISOR**
To consider and agree a proposal from the Personnel Committee regarding the appointment of a Library Supervisor (PER 024/17).