

Finham Parish Council

Temporary Clerk to the Council:

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12th May 2016

Dear Councillor

You are hereby summoned to attend the meeting of Finham Parish Council immediately after the Annual Meeting in the theatre at Finham Park School Green Lane Coventry. If you are unable to attend, please forward your apologies to the Temporary Clerk.



Sue Owen

Temporary Clerk to the Parish Council

Members of the public and press are welcome to attend

To explain that this meeting contains items that are not normally included within the Annual Parish Council meeting which has just been held, this is the form of the ordinary meetings that will be held each month.

A G E N D A

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest: ask if there are any declarations of interests**
 - 2.1. Councillors are reminded of the need to complete their register of interests
 - 2.2. To declare any interests in items on the agenda and their nature
 - 2.3. To consider any dispensations
3. **Minutes of previous meeting:** To note this is the first ordinary meeting resulting in there being no previous minutes.
4. **Public participation:** To adjourn to allow public participation. **Formally adjourn Standing Orders, explain to the meeting that the public can now speak about items on the agenda but only for a short time.**

Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council on issues on this agenda. Please keep to two minutes or less to make your point. You may raise issues for future consideration with a Councillor or the Clerk at least a week before each meeting, or during Public Participation in future meetings.

When complete formally re-instate Standing Orders.

5. Training

Subject to joining WALC. To consider attendance at the WALC Training session for new Chairs on 28th May 2016.

Recommendation:- Chair and Vice Chair to attend as the cost is £30 per person with 2 training places for the price of one for smaller councils

Ask Councillors to indicate their agreement or those against to formally agree by name who will be attending

6. New Clerk: Update from Temporary Clerk

Recommendation:- appoint interview panel and choose date of interviews
Discuss date for interviews 26th May has been suggested - vote
Appoint three members for interview panel - decide and agree

To consider the exclusion of the public and press for consideration of the following personal issue; applications for Clerk.

Ask Councillors to indicate their agreement

(This would then be a confidential session held at the end of the meeting closed to the public due to the personal information available within the Clerk's application forms).

To decide upon suitability of any applicants and if so to invite them to interview.

To confirm selection panel and date and to note recommended format of interviews if applicants are to be interviewed.

7. Planning: to consider response to planning applications for

36 St Martin's Road – **any comments**

54 Anchorway Road – **this is a different application based on Permitted Development rules not much to complain about under the rules.**

56 has also put in for much the same extension.

82 Daleway Road – **any comments**

176 Kenpas Highway – **any comments**

The Parish Council can

say nothing indicating tacit agreement

support the proposal

object to the proposal with reasons based on planning rules

8. Transparency fund

NALC have been able to negotiate another round of funding from Central Government to support small councils in achieving and maintaining their ability to comply with the Transparency Code.

Last year WALC supported over 20 Local Councils in obtaining over £13K in free funding for this work.

For those that did apply last year they can apply again for ongoing support with maintaining the website.

Recommended:- the Council apply for ongoing support from the fund .

Ask Councillors to indicate their agreement or those against

9. Audit:

to note and respond to the Audit Appointment 2016-17 letter from Grant Thornton; there is a statutory duty to appoint external auditors for the local public bodies listed in schedule 2 of the Local Audit and Accountability Act 2014 ('the Act') which includes Parish Councils.

Recommended:- the Council appoint Grant Thornton as external auditors

Ask Councillors to indicate their agreement or those against

10. Councillor's reports and items for future Agenda:

Councillors are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

11. Date of Next Meeting:

16th June 2016

12. Confidential Session – documents will be available only during the meeting due to their confidentiality.

Paperwork to include:-

CVs

Letters

The following can be agreed by the interview panel.

Interview plan

Interview questions

These letters are standard and provided by WALC

Job offer letter

Not successful letter.