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| St Leonards & St Ives Parish Council The Parish Office  Village Hall, Braeside Road,  St Leonards, Ringwood BH24 2PJ  Clerk to the Council: Mrs Ann Jacobs  Telephone: 01425 482727 email: [office@stleonardspc.org.uk](mailto:office@stleonardspc.org.uk) [www.stleonardspc.org.uk](http://www.stleonardspc.org.uk) |  |

18th September 2019 **To: All Members of the Parish Council**

**Dear Councillor**

**MEETING OF THE FULL PARISH COUNCIL**

You are hereby summoned to attend a meeting of the Parish Council to be held in the Committee Room, Village Hall, Braeside Road, St Leonards on **Wednesday 25th September 2019** at **7.00 pm** to transact the business as listed on the agenda below:-

**Mrs Ann Jacobs, Clerk to Council**

***No Fire drill is planned please exit the building if the alarm sounds***

***Meetings are recorded to facilitate the compilation of the Minutes only***

*Members will consider potential impact on Climate change on all decisions and if necessary refer for further guidance.*

**Public Open Forum** 5-10 minutes - An opportunity for Members of the Public to ask questions of the Council limited to no more than 2 minutes and at the discretion of the Chairman. Members of the Public are reminded that they must not interrupt the meeting when this item has ended. Please note that the meeting must resume promptly to ensure the conclusion of business.

**AGENDA**

**1. Pecuniary Interests:** Members are required to declare any Pecuniary Interests which have not already been included on their Register of Interests form. To consider any written requests for a Grant of Dispensation for items on the agenda. (Members are respectfully reminded that standing order 13(b) requires a Member with a discloseable interest in an item to withdraw from a meeting for that item.)

**2.** **Apologies:** To receive Apologies for absence

**3. Minutes of the Annual Parish Council Meeting held on 28th August 2019 pages 24-26 -** To approve and

adopt the minutes of this meeting.

**4. Matters arising from the Minutes:**

* Fire Risk Assessment has been carried out the written report is awaited.
* Website is progressing and it is hoped to go live by the end of November
* Computer upgrade is in progress

**5. Dorset Council** – Report from Members to the Parish

**6. Parish Councillors’ Reports** -To receive reports from Parish Councillors including:-

1. DAPTC.

2. Homewatch

3. EDEP Meetings

4. Youth Club –

* AGM called for 16th October 2019 followed by a Management Committee meeting.

**7. Correspondence:**

* Dorset Council news – workshops for Parish representatives starting from 16th October
* Invitation to All Saints Church Remembrance Service Sunday 10th November – service commences at 10.45am promptly.
* SVPP Taxation notification email re the new office, the Council may be liable for business rates
* Notification of temporary road closure Cedar Ave Birch Close 27th – 29th November
* Notification of temporary road closure Heath Road 2nd and 4th December
* Dog Warden Contract signed copy
* VHMC Invitation to the AGM Thursday 17th October 7pm

**8. Adoption of minutes of the following Committee Meetings:-**

Planning 8th August, 2019 and 29th August 2019

**9.**  **Finance:**

i) To review and approve the schedule of payments for September 2019

ii) To review and approve the bank reconciliation for end of July

iii) Budget Vs Expenditure figures

**10. Annual Return 2018/2019 –**To receive the report from the External Auditor and to note that no matters were raised.

**11. Grant Request –** Members to receive a grant request for funds to assist the Ex-Services Club with the remembrance day event. Members to discuss and if minded sanction a grant.

**12. New Parish Office** and Youth and Tennis Club units

**13. GDPR –** To note that in line with the destruction/retention recommendations from DAPTC the filing has been reviewed and papers shredded where possible.

**14. Nursery use of the Youth Club –** Members to receive a request from the Nursery to rent the premises on a ½ daily basis until Christmas to allow for advertising and marketing of the facility and build up numbers. Members to consider the request.

**15. Tennis Club Lease –** To authorise the signing of the lease

**16. Report from Clerk on Working Lunch attended 24th September – Dorset Council**

**17. Clerks Committee – To receive the recommendations from the Clerks Committee:\_**

i) To advertise the position at 25 hours per week and to create a new position of assistant to the Clerk as this will provide cover for leave, training and any additional work.

**ii)** To authorise the draft contract for prospective applicants for the Clerk’s position as presented

iii) To note the recommended timeline for recruitment.

iv) To delegate to the Committee the authority to appoint to the position subject to a satisfactory probationary period and final ratification and appointment by the Council to the position of Responsible Officer.

**18. Exchange of information**: Next meeting to be held on 30th October 2019

This meeting will be immediately followed by a meeting of the Parish Council as Corporate Trustees of the Freedom Youth Club.