

Godmanchester Town Council

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9 February 2018

To: The Town Mayor and Members of Godmanchester Town Council.

You are hereby summoned to attend a Meeting of Godmanchester Town Council in the Town Hall on Thursday 15 February 2018 at 7.30pm for the purpose of transacting the following business. Members of the public and press are cordially invited to attend.

Madeline Crampton
TOWN CLERK

AGENDA

To conclude by:

18/018 1 min	TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE	7.31
18/019 2 mins	DECLARATIONS OF INTEREST: To receive declarations of personal and/or prejudicial interest and the nature of those interests relating to any Agenda item.	7.33
18/020 2 mins	MINUTES: To approve as a correct record the minutes of the Town Council meeting held on 18 January 2017.	7.35
18/021 10 mins	PUBLIC PARTICIPATION SESSION: To hear from any member of the public in respect of an item on the agenda and other matters that are of mutual interest.	7.45
18/022 10 mins	PETITION REGARDING PARKING ON THE CAUSEWAY: To determine a response to the petition raised by members of the public.	7.55
18/023 5 mins	TOWN MAYOR'S ANNOUNCEMENTS	8.00
18/024 5 mins	OUTSTANDING ACTIONS To receive a report and note progress on outstanding matters	8.05
18/025 5 mins	CORRESPONDENCE: To consider items of correspondence received	8.10
	PROPERTY PORTFOLIO MATTERS	
18/026 10 mins	PROPERTY REPORT To receive a verbal report and consider recommendations (Cllr Campbell) 18.026.1 To consider quotes received in respect of fire alarm systems	8.20
	BUSINESS & FINANCE PORTFOLIO MATTERS	
18/027 5 mins	FINANCIAL AND ACCOUNTS: 18.027.1 To approve the list of payments to be made. 18.027.2 To note receipt of salary information, petty cash reconciliation to 18 January, monthly budget report on the year to date, monthly bank	8.25

	reconciliation as approved by THE DEPUTY MAYOR. 18.027.3 To agree to reimburse the Mayor £75 paid as a donation during the trip to Szentendre and to allocate the expenditure to the appropriate budget.	
18/028 5 mins	DEMENTIA FRIENDLY COMMUNITY To receive a report and consider recommendations (Cllr Radford)	8.30
18/029 15 mins	POLICY AND PROCEDURE: 18.029.1 To note documents which have been put into a new uniform format: Cllr Contact details, HDC & CCC Contact details, Allotment Association contact details; Twinning contact details; Council and staff structure; meeting schedule for 2018; Photograph of Council; History of town; Town Map 18.029.2 To note formally adopted policies which have been put into a new uniform format and are noted as being adopted: Financial Regulations; Standing Orders; Gifts and Hospitality; Memorial Trees & Benches; Unauthorised Encampment; Flag Policy; Transport Vision; Equality; Safeguarding; Trees. 18.029.3 To formally adopt Town Council Policies on: <ul style="list-style-type: none"> • Neighbourhood Plan planning policies • Code of Conduct • Whistleblowing • Use of Town Council Noticeboards • Use of Land • Membership of outside bodies 	8.45
18/030 10 mins	NEWSLETTER To approve the draft newsletter and election publicity material and to agree timetable for distribution and dates for open meetings	8.55
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting	
18/031 5 mins	PERSONNEL To receive a report and consider recommendations (Cllr Malley) 18.031.1 To adopt the draft policy on Staff Appraisals	9.00
18/032 5 mins	STAFF PENSION SCHEME To receive a report and consider recommendations (Cllr Worthington)	9.05
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.	
	ENVIRONMENT PORTFOLIO MATTERS	
18/033 10 mins	ENVIRONMENT REPORT To receive a report and consider recommendations (Cllr Hooker) 18.033.1 to receive a verbal update on Skatepark progress	9.15
	PLANNING PORTFOLIO MATTERS	
18/034 15 mins	PLANNING: To consider the recommendations of the planning working party in respect of the list of planning applications received. (Cllr S Wilson)	9.35
18/035 10 mins	WELCOME PACK/LETTER To consider the recommendation of the Planning working party in respect of the draft welcome pack	9.45

The next Town Council meeting will be held on **15 March 2018** in the Town Hall, starting at 7.30pm.