

DENHAM PARISH COUNCIL

Agenda for the PARISH COUNCIL Meeting

Monday 11th April 2016

At 7.45pm in the Parish Council Office, Village Hall, Denham.

The Press and Public are entitled to attend this meeting. However, the Council may pass a resolution excluding them at any time or at any stage of the proceedings on the grounds that specified items of business may involve the likely disclosure of exempt information.

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and what the nature of the interest is.

The meeting will be preceded by a Public Session starting at 7.45pm

1. Public Session
2. Apologies for Absence
3. Notification of any other Business
To be taken under item 22
4. Agreement to discuss matters in **Part 2**
5. Matters under Urgent/Non-Urgent Action since Last Meeting 14th March 2016)
6. Chairman's Report
7. Report from County Councillor
8. Report from District Councillors
9. Reports from Outside Bodies
The minutes of the New Denham Quarry Liaison meeting held on 3rd June 2014 are included with papers for this meeting.
The minutes of the SBALC meeting held on 21st January 2016 are included with papers for this meeting.
10. Correspondence List
To note correspondence. Please advise the Clerk in advance of the meeting of any item you require a copy of.
11. Accounts
An income and expenditure account against budget is included with the papers for this meeting.

12. NALC Financial Regulations

The NALC Financial Regulations have been updated, reviewed and approved by the Finance Committee and need approval and adoption by full Council. The updated Financial Regulations document is included with papers for this meeting.

13. Risk Assessment

The Risk Assessment document has been updated, reviewed and approved by the Finance Committee and now needs to be approved and adopted by full Council. The updated Risk Assessment document is included with papers for this meeting.

14. Asset Register

The Asset Register document has been updated, reviewed and approved by the Finance Committee and now needs to be approved and adopted by full Council. The updated Asset Register document is included with papers for this meeting.

15. Health and Safety Policy

The Health and Safety Policy document has been updated, reviewed and approved subject to minor changes by the Finance Committee and now needs to be approved and adopted by full Council. The updated Health and Safety document is included with papers for this meeting.

16. Office Redecoration

Three quotes have been received to date for the office re-decoration. The quotes need aligning so that direct comparisons can be made.

17. Contracts

The Streetlight Maintenance contract expired in March. Three quotations were sought from the Finance Committee for the work. The most competitive and professional quote was received from SSE Contracting in Hayes. The outgoing supplier and the other unsuccessful supplier have been informed of the outcome. A full audit of DPC's street lighting will be undertaken in May. The audit will list the specifications of all the street lights and their condition.

The Photocopier contract expires in September 2016. quotations have been received from Ricoh (incumbent), Canon and Kyocera. A breakdown of costs and specifications will be ready for consideration at the Finance committee scheduled for the 18th April.

18. HS2

The following correspondence on HS2 received and recorded on the correspondence list and forwarded to Cllr. Williams since the last meeting.

5294/16 BCC HS2 Project Support. Link for FAQ's and HS2 House of Lords Petitioning kit.

5376/16 HS2 AA. Deposit of amended bill, plans, sections & book of reference at DPC office.

19. Annual Parish Meeting

The Annual Parish Meeting is due to take place on April 25th at 6pm in the Visitor Centre at the Denham Country Park. Free parking has been arranged for the event.

20. Approval of Parish Council Minutes

To approve the minutes of the Full Council Meeting on 14th March 2016 and matters arising.

21. Approval of Committee Minutes

To approve the minutes of the Committees below and matters arising from them.

Planning Committee Meeting on 8th March 2016

Communities & Events Committee Meeting on 15th March 2016

Finance Committee Meeting on 21st March 2016

Planning Committee Meeting on 29th March 2016

Services Meeting on 4th April 2016

22. Any other Business

Agreed at item 2 above

23. Date of Next Meeting

To confirm the date of the next meeting as **Monday 9th May 2016** starting at 7.45pm with a Public Session, in the Parish Council Office

24. **Part 2**

Notices

Upcoming Committee meetings scheduled are as follows (all in the Parish Council Office apart from the Annual Parish Meeting which will be held at the Colne Valley Park Visitor Centre).

8.00pm	Tuesday	12 th April 2016	Communities and Events Meeting
8.00pm	Monday	18 th April 2016	Finance Committee Meeting
7.00pm	Tuesday	19 th April 2016	Planning Committee Meeting
6.00pm	Monday	25 th April 2016	Annual Parish Meeting
8.00pm	Tuesday	3 rd May 2016	Communities and Events Meeting

John Coleman-Clerk
6th April 2016