



Thursday 26th April 2018

Notice of Meeting

Notice Pursuant to Paragraph 10 (2) (b) Schedule 12 Local Government Act 1972

In accordance with the above provisions notice is hereby given that the **Annual Council Meeting** of the **Parish Council** will be held in the **Parish Rooms, Burnside Grove, Tollerton** on **Wednesday 02 May 2018**. The meeting will commence at **7.00pm**. The formal agenda for the meeting is enclosed with this notice.

In the interests of transparency, the council asks that any person who wishes to record the meetings proceedings inform the Chairman prior to the meeting and that the recording equipment is in view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the council, limited to fifteen minutes, during which the Standing Orders will be suspended.

Executive Officer and Clerk to the Council

Agenda

1. Election of Chairman for 2018/19
2. Election of Vice Chair for 2018/19
3. Apologies for Absence
4. Declarations of Interest
5. Chairman's announcements
6. Minutes of the Council meeting held on 04 April 2018 for approval
7. Report on Matters and Actions arising from the Minutes
8. Open Session for Members of the Public to Raise Matters of Council Business. Limited to 15 Minutes.
9. Rural Characteristics
 - a) Planning Applications: to consider planning applications received by the Council
 - b) Recent Rushcliffe Borough Council Decisions: to report planning decisions
 - c) Tollerton Neighbourhood Development Plan
 - d) Rights of Way
10. Annual Review of Arrangements: to consider and agree
 - a) delegation arrangements to committees, sub-committees, employees and other local authorities.
 - b) arrangements and membership of working groups
 - c) standing orders, dispensations and financial regulations.
 - d) assets register including inventory of land, buildings and office equipment, maintenance contracts and risks.

- e) arrangements for insurance cover in respect of all insured risks.
 - f) Council's and/or employees' memberships of other bodies.
 - g) Council's procedures including complaints, handling requests made under the Freedom of Information Act 2000 and for dealing with the press/media
 - h) the dates, times and place of ordinary meetings of the full Council for the year ahead
11. Tollerton Parish Plan and Priorities for 2018-19
12. Data Protection Requirements
- a) To consider the appointment of a Data Protection Officer
 - b) To adopt the Data Map
 - c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
 - d) To adopt the Privacy notices
 - e) To receive completed Security Compliance Checklists from all Councillors
 - f) To resolve that the council registers with the ICO and pays the relevant data protection fee
13. Finance & Assets – to consider and agree matters regarding:
- a) Monthly statement of expenditure
 - b) Full year expenditure and income statement
 - c) Payroll – choice of provider
 - d) Audit and Annual Governance and Accountability Return
 - e) Purchase and maintenance of IT equipment- Choice of projector equipment
 - f) Maintenance of buildings and assets
 - g) Flat renovations and maintenance
14. Community Facilities– to consider and agree matters regarding:
- a) Allotments – Update on security measure review
 - b) Parish Rooms – Review of Parish Rooms and fees and charges
15. Village Life– to consider and agree matters regarding:
- a) Implementation of Village identity policy
16. Reports – to consider reports from:
- a) Councillors
 - b) Outside Organisations
 - c) Tollerton Community Trust
17. Date of Next Meeting: **Wednesday 2 May 2018** (as trustees) and **6 June 2018**

Executive Officer and Clerk to the Council



Thursday 26th April 2018

Notice of Meeting

Notice Pursuant to Paragraph 10 (2) (b) Schedule 12 Local Government Act 1972

In accordance with the above provisions notice is hereby given that a Council Meeting of the **Parish Council acting as the sole trustee of the Tollerton Community Trust** will be held in the Parish Rooms, Burnside Grove, Tollerton on Wednesday 02 May 2018.

The meeting will commence at the conclusion of the annual meeting of the Council and no later than 9.30pm. The formal agenda and accompanying notes for the meeting are enclosed with this summons

In the interests of transparency, the council asks that any person who wishes to record the meetings proceedings inform the Chairman prior to the meeting and that the recording equipment is in view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the council, limited to fifteen minutes, during which the Standing Orders will be suspended.

Executive Officer and Clerk to the Council

Agenda

1. Apologies for Absence
2. Declarations of Interest
3. Tollerton Parish Council acting as the sole charitable trustee of the Tollerton Community Trust:
 - a) To consider matters referred by the Operating Committee
 - b) To consider requests for grant aid
 - c) To consider matters raised by the trustees
4. To consider and agree the end of year accounts
5. Charity status: to consider and agree requirements from the Charity Commission
6. Review of the Community Trust: to consider and agree changes to the Trust Aims and Deed
7. Date of Next Meeting: **Wednesday 6 June 2018**

Executive Officer and Clerk to the Council