

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
Telephone: 01451 810839 / 07773 526735 – E-mail: clerk@upperrissington.net

To Members of the Parish Council

You are summoned to attend a **meeting of the Upper Rissington Parish Council** to be held on **Monday 13th January 2014 at 7.30pm** in the **Village Hall** for the transaction of the business stated below.

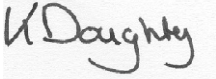
Agenda

1. **Apologies:** To receive apologies of absence.
2. **Declarations of Interest and Dispensation:**
 - (i) To receive declarations of any pecuniary or non-pecuniary interests from Councillors on items on the agenda (Councillors with pecuniary interests must leave the room at the relevant time if no dispensation has been granted).
 - (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any).
 - (iii) To consider the grant of any requests for dispensations as appropriate.
 - (iv) To note dispensations granted by the Clerk.
3. **Minutes:** To approve the minutes of the Parish Council Meeting held on 9th December 2013.
4. **Matters Arising:** To report on progress from previous meetings not covered under agenda items.
 - (i) To review the Action Log that details actions completed or outstanding from previous meetings.
 - (ii) To review recent water outages and identify any actions as necessary.
5. **Public Session:** To provide members of the public/press the opportunity to comment on items on the agenda or raise issues for future consideration.
6. **District/County Councillors Reports:** To receive a report on matters of public interest.
7. **Upper Rissington Social Club:**
 - (i) To receive a report from the Social Club on matters of public interest.
 - (ii) To consider and resolve whether financial assistance is provided to Upper Rissington Social Club.
8. **Planning:** To review and consider planning applications, decisions, appeals and enforcements.
9. **Finance:**
 - (i) To consider and approve up to date financial information and transfer of funds between budget headings.
 - (ii) To consider and authorise payments due.
 - (iii) To consider the draft 2014/15 budget/Precept for formal adoption.
 - (iv) To receive and consider amendments to the Financial Regulations.
 - (v) To consider the appointment of an Internal Auditor for the 2013/14 financial end of year work.
 - (vi) Any other financial matters.
10. **To consider and approve the commission of a Property Audit by Simon Escreet at a cost of £550.**
11. **To consider and approve the commission of a Tree Risk Management Survey and associated software at a cost of £5090.00.**
12. **To receive and approve inspection check sheets for completion by Councillors.**
13. **Village Hall:**
 - (i) To consider and approve an annual gas boiler service and safety certification at a cost of £100.00
 - (ii) To consider and approve the commission of a Risk Assessment for the Village Hall at a cost of £300.00.
 - (iii) To consider and approve an Electrical Installation Conditional (EIC) Test Report and Portable Appliance Test of the Village Hall at a cost of £765.00.
 - (iv) To consider and approve use of Hallmaster booking system for a free 90 day trial with the view to continuation at £180 per year if considered beneficial.
 - (v) To consider and adopt an Action List of outstanding matters.
 - (vi) To consider and approve a quote for Village Hall cleaning.
 - (vii) To review Village Hall maintenance work.

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14. **Correspondence for Information:** To review correspondence received since the last meeting.
15. **'Around the Village':** Matters not covered by other agenda items that need addressing or noting.
16. **Date of next meeting:** To confirm that the date of the next meeting.



Katherine Doughty
Clerk to Upper Rissington Parish Council

Date: 6th January 2014