

KINGSKERSWELL PARISH COUNCIL
The Pavilion, Kingskerswell Playing Field



15 January 2019

To all Members of the Council

You are hereby summoned to attend a Meeting of the Parish Council on **Monday 27th January 2020 in the Pavilion, Kingskerswell Playing Field at 7pm.**

K Turner
Clerk to the Parish Council

AGENDA

1. To welcome everyone to the meeting and receive apologies of absence.
2. Public participation (7.00 – 7.15 The Council has set aside a short period for members of the public to speak this is fifteen minutes, if this looks like it will over run there will be a further fifteen minutes at the end of the meeting.
3. To receive declarations of Interest from Members
4. To open the meeting and approve as a correct record and sign minutes of the meeting held on 25th November 2019 and Precept meeting held on the 9th December 2019
5. Update on the document review, Second scrutiny and vote on the introduction of the Asset Management Plan (deferred to this meeting from November)
 - (i) WD: progress on the Emergency Plan implementation
 - (ii) JC, PH Committee Chairs, please provide feedback on your respective Terms Of References – are they fit for purpose, achievable and manageable, or do they require amending?
 - (iii) Update and electronic refresh of the KKPC standing orders - including verbal/written updates at meetings
 - (iv) Changes to future agenda standing items that should be considered
6. To consider a proposal for the introduction of Action Management to the KKPC standing operating procedure. In simple terms this is where during any council meeting or committee, where a Councillor agrees to 'act' or 'do something' as a result of discussions and debate - this is recorded as an 'action'. The actions are then listed and summarised in the relevant minutes. Then at each subsequent full meeting during the Councillors verbal updates they report back to the meeting on any progress against their own agreed actions. Either completing the action and removing it from the list or carrying the action over, as it is still a work in progress. This action management is best practice across most government agencies, and considered standard practice.

Clerk's Office 01803 872573
Monday – Wednesday 8.00 – 1.00
Open to the public: Monday 10.30 – 11.30
Correspondence address: as above
e-mail: kingskerswellpc@btconnect.com
website: www.kingskerswellparishcouncil.org.uk

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7. To receive clerk's report, deal with correspondence and resolve action required
 - (i) To discuss a request received from the Sports committee for holding an event on the playing field.
 - (ii) To discuss FOIA requests i) Timelines ii) written request regarding funds that were held in a village steering group for the village plan in 2012 (this is not Parish Council funds) PH to report on the procedures followed.
8. To receive Clerk's financial report and approve accounts for payment.
9. To receive Councillors' Reports
 - (i) DCC Councillor items relating to Kingskerswell
 - (ii) District Councillors items relating to Kingskerswell
 - (iii) Local Councillors – where you have attended or wish to report an item that relates to Kingskerswell
10. Land purchase from DCC any further information from our Solicitor.
11. Update on the Post Office.
12. Pavilion/Playing Field matters – Tender contents for the Playing Field Maintenance – inspections and repairs. Richcraft Maintenance have agreed to complete repairs.
13. Discuss from previous Sports Committee special meeting the findings of the Pavilion Car Park and agree an action forward deferred from the October meeting
14. To receive report from Downs committee
15. To receive report from Planning committee
16. Open to members of the public for questions or statements {Fifteen minutes if required }.
17. Date of next meeting **Parish Council meeting February date TBA.**