

# ***BINEGAR PARISH COUNCIL***

## **AGENDA**

**for the meeting to be held on 2 July 2013 in the Memorial Hall at 7 30 pm**

1	<b>Apologies for absence and declarations of interests</b>	
2	<b>Minutes of the previous meeting</b> To approve the Minutes of the meeting held on 4 June 2013	
3	<b>Matters arising from the Minutes</b> 1 Cover for the Clerk's duties: appointment of acting Responsible Finance Officer 2 Proposed time log for Clerk: to receive a proposal 3 Somerset County Council weed sprayer proposal (Min. 3.1 refers) 4 Erection of notice board at Binegar Green (Min. 7.1 refers) 5 Tree condition assessments: cemetery and playing field (Min. 9 refers) 6 Incursion on Council land at Emborough (Min 10.2 refers)	GH CL HS PB DS RH
4	<b>Local government reports</b> To receive reports from County or District Councillors in attendance	
5	<b>Police report</b> To receive a report of recent incidents	
6	<b>Planning issues</b> 1 Affordable housing survey	GH
7	<b>Proposal for a community defibrillator</b> To receive and consider a report from Cath	CL
8	<b>Parish Council records storage and email management policy</b> To receive and approve	GH
9	<b>Parish Council website</b> To approve opening to public access	RH
10	<b>Employment policies</b> To consider adoption of discipline and grievance and anti-bullying policies and procedures	RH
11	<b>Events attended</b> To receive reports of events attended by Councillors	All
12	<b>Financial matters</b> 1 External audit of 2012-13 annual accounts 2 Receipts and payments	GH GH
13	<b>Binegar Playing Fields Group</b> 1 To receive and consider the Minutes of the Group's June meeting 2 To receive a report on the replacement of the electricity meter backing board	PB DS

14	<b>Highways and rights of way</b> 1 Report from the Parish Paths Liaison Officer 2 Binegar Bottom/Roemead Lane junction: drainage and ditch 3 Kings Lane: update on reported potholes	PB DS PB
15	<b>Correspondence</b> To note correspondence received	
16	<b>Items for next or future agenda</b>	
17	<b>Next meeting</b> To note the next meeting will be held on <b>3 September 2013</b> at 7 30 pm in the Memorial Hall.	

#### Forward agenda: items for future meetings

Sep	<b>Parish Council Minutes</b> To consider and approve recommended style and minimum requirements	GH
Sep	<b>Parish Council agenda</b> To consider and approve recommended structure	JR
Oct	<b>Parish Council asset register 2013</b> To receive and approve	RH
Nov	<b>Standing Orders</b> To consider and approve recommended revisions	GH
Nov	<b>Employee annual performance appraisal</b> To consider	GH