

# **FULL SUTTON & SKIRPENBECK PARISH COUNCIL**

Parish Office: 21 Halifax Close, Full Sutton, York. YO41 1NU

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Wednesday 6<sup>th</sup> April 2016

Dear Councillor

You are hereby summonsed to attend the next meeting of Full Sutton & Skirpenbeck Parish Council to be held in The Main Lecture Room of the Training Centre, HMP Full Sutton Institute at 7.00pm on Monday 11<sup>th</sup> April 2016.

Prior to the commencement of the Agenda, an open forum of 15 minutes (7.00pm – 7.15pm) will be held where members of the public and press can ask questions or make statements.

*C M Miles-Findlay* Clerk to the Council

## **AGENDA**

1. The Parish Council welcomes Ward Councillors Andy Burton and Mike Stathers as temporary Parish Councillors in order to make up the Quorum to co opt members.
2. To receive apologies on behalf of absent members.
3. Code of Conduct
  - To receive Declarations of Interest from members of the Council on matters relating to the Agenda; and
  - To note the granting of any dispensations to members of the Council on matters relating to the Agenda.
4. To approve the minutes of the last meeting of the Council held on 15<sup>th</sup> February 2016.
5. To discuss and decide the co option of 6 Parish Councillors.
6. Finance. To authorise the payment of the following accounts from March 2016 paid by the Clerk under the authority given by resolution of the Parish Council on 15<sup>th</sup> February 2016.
  - 1&1 Internet Ltd – Parish Website - Direct Debit - £23.99
  - SureVoIP – Parish Telephone – Direct Debit - £6.00
  - C M Miles-Findlay – Total Wages March 2016 - BACS - £215.33
  - C M Miles-Findlay – Expenses Feb/March (incl Hard drive to back up data) – BACS - £68.66
  - C M Miles-Findlay – Contract Payment (Elec/Heat/Broadband etc) – BACS - £100.00
  - Agree End of Year Accounts (attached).
7. To discuss the adoption of a complaints procedure.
8. Questions from Councillors.
9. Administration Matters.
  - To note the list of correspondence received.
  - To agree a Councillor/Clerk to represent the PC at the next Parish Councils' Liaison Group meeting on the 28<sup>th</sup> April at 7.00pm in the Town Council offices in Pocklington. Also to agree a representative to attend the Transport meeting planned for the end of April.
  - HMP Full Sutton. To agree the Councillors who will represent the PC at meetings with the Governor.
  - Update to Standing Orders.
  - Personnel. Timesheets and Expense form to be signed.
  - Asset register – Agree updated Register
10. To discuss the date of the next meeting and to receive any items from members for inclusion on the Agenda for that meeting.