**Agenda for meeting to be held at 7:00pm on**

**Tuesday, 2nd July 2019 at the Great Rissington Club**

1. Apologies for absence and declarations of interest. Welcome back Natasha!
2. Minutes of meeting held on 4th June 2019 (clerk to produce)
3. **Matters arising**
	1. Update for telephone box/defibrillator – any news from electricity board re connection. Contract clerk to phone BT.
	2. Declaration of acceptance of office forms required – Cllr Carter, Stewart & Sheasby to sign (clerk will bring forms to meeting)
	3. Emergency Plan review – Clerk would like to confirm the plan has been reviewed and dated in order to update CDC emergency planning group – date plan for review. ***Appendix A***
	4. SHELAA (Strategic Housing and Economic Land Availability Assessment) from CDC Local Plan – to establish development sites available and land potentially suitable for development. ***Appendix B***
4. **Accounts and financial matters**
	1. Annual Governance Update & Audit Review ***Appendix C*** – Clerk
	2. Agreement for monthly account for June 19 ***Appendix D1*** & bank reconciliation made 21/6/19 – ***Appendix D2***
	3. Agree as to what limit the Clerk can spend on stationary or sundry needs without first consulting?
	4. Bank `Change of details`, form & covering letter to be signed by Chairman and Vice-Chairman in order to delete old clerk Mike Saunders and replace with new clerk ***(Clerk to supply forms & letter)***
	5. Cheques to be signed as follows:

Clerk`s salary & expenses sheet for June 19 (July & August will be done in September) ***Appendix E1***

HMRC for clerk`s tax payment for June 19 - ***Appendix E2***

 Bibury cuts during June invoice plus 2 post dated cheques for July & August cuts

***Appendix E3***

GAPTC for clerk`s training no 3 invoice 6235 - ***Appendix E4***

PATA salary services April to June 19 invoice 18/1179/PPS including £5 owing from invoice 18/0769/PPS as per statement - ***Appendices E5***

1. **Planning**

19/02396/TCONR – Works to trees in conservation areas for Ash tree – fell at Old Swan House, Gt. Rissington - ***Appendix F***

1. **Correspondence and matters raised by residents**

* + 1. Ubico update re littering during recycling collections – clerk
		2. Update for Magazine takeover (if any) – clerk still to advertise on website
		3. Robin Harris requested to use part of the Green for the erection of a gazebo to serve food 29th June. To confirm permission on terms as per Appendix G attached has been granted through emails. ***Appendix G***
		4. Email from CCB regarding regular updates – do we want to be included in their updates? ***Appendix H***
		5. Letter received from Cotswold Friends requesting a donation - ***Appendix I***
1. **Report from District Councillor**
2. **Report from County Councillor**
3. **Any other business**
4. **Date of next meeting 3rd September 2019**