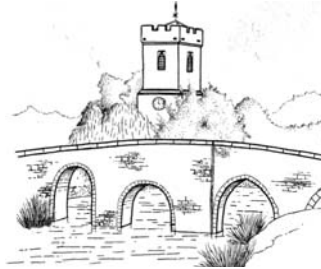


BIDFORD ON AVON PARISH COUNCIL
In the County of Warwickshire



To All Members of the Parish Council

You are hereby summoned to attend the **Annual Parish Council Meeting** of Bidford-on-Avon Parish Council to be held in the Parish Meeting Room on Monday 13th May 2019 at 7.30 pm for the purpose of transacting the following business

8th May 2019

Elisabeth Uggerløse
Clerk to the Parish Council

AGENDA

1. **To elect** the Chairman of Parish Council
2. **To receive** Councillors Declaration of Acceptance of Office
3. **To receive** the Chairman's Declaration of Acceptance of Office
4. **To receive and accept** apologies for absence
5. **To receive** any declaration of interest of items on the agenda
6. **To elect** the Parish Council Vice Chairman
7. **To elect** the Chairman of the Consultative Planning Committee
8. **To elect** the Chairman of the Finance Committee
Council should consider whether it is necessary to have a Finance Chairman when the Committee consists of full Council and any recommendation made by it has to be referred to full council for a decision.
9. **To confirm** delegated Powers for the Consultative Planning Committee
10. **To confirm** delegated Powers to 2 Councillors and the Clerk to respond to planning applications that require decisions before the next meeting of the

Parish Council

11. **To confirm** the Parish Council's eligibility to use the General Power of Competence as per the enclosed Report
12. **To consider** the remit of the following proposed Working Groups
 - i. **Amenities Strategic Youth & Community Project**
 - ii. **Business Development**
 - iii. **Any other WG**
13. **To elect** members for
 - i. **Amenities WG**
Current members: Cllrs Hiscocks & Keeley
 - ii. **Youth & Community Project**
No current members as this is a new WG
 - iii. **Business Development**
Current members: Cllrs Atkins and Taylor
 - iv. **Any other WG set up approved by Council**
14. **To elect** members to review monthly accounts on a quarterly basis
15. **To elect** the Council's Staffing Panel
Current members: Cllrs Deacon and Taylor
16. **To elect** the Council's Performance Panel
Current members (and recommendation) : Chairman and Vice Chairman
17. **To elect** members of the Burial and Allotments Working Group
Current member: Cllr Keeley and one vacancy
18. **To elect** Parish Council Members to Outside Committees:
 - Crawford Memorial Hall – one member (non voting)
Please note that the representative cannot be an existing member of the Crawford Memorial Hall Management Committee.
There are currently 4 Councillors who are members of the Crawford Memorial Hall Committee – consider could consider whether it is necessary to appoint an "observation member"
 - Broom Village Hall Committee – one member
Recommendation that the Member for Broom Ward be appointed
 - Parochial Church Charities – one member
Chairman of the Parish Council
 - Perkins Educational Trust - one member
Currently there is a vacancy
19. **To consider** the information on councillors to be published on the website (due to GDPR, the Parish Council is asked to consider and resolve the level of information to be published)
 - i. Address
 - ii. Telephone number
 - iii. Email (Parish Council email address)
 - iv. Photo
 - v. Short biography

20. To propose a Councillor as the other signature for the CCLA account (this is to give instructions to CCLA in the event the Clerk is unable to do so within the time required)

21. To consider and approve Scheme of Delegation to the Clerk

Circulated

22. To confirm the following payments by Direct Debit Mandates or Standing Order

- i. Vodaphone (telephone & broadband)
- ii. Canon (photocopier/printer/scanner)
- iii. EDF (unmetered electricity)
- iv. Scottish Power (electricity)
- v. NPower (electricity)
- vi. O2 (Mobile)
- vii. Water Plus (Water)
- viii. Microshade (computer hosting)
- ix. Salaries
- x. Pension contributions (WCC)
- xi. HMRC
- xii. Limebridge Rural Services
- xiii. DCK Beavers Ltd
- xiv. Stratford on Avon DC (rates)
- xv. Information Commissioner (annual registration fee)

23. To approve dates for council meetings from 1st June 2019 to 31st May 2020 (circulated)

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BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



Item 11 GENERAL POWER OF COMPETENCE

1. What is the General Power of Competence and where is it found?

- An eligible local authority has power to do anything that individuals generally may do (LA 2011 s1(1) as long as it is nothing illegal

An individual can:

- Set up a company to provide a service
- Run a shop or post office
- Support a school
- Invest in local business
- Localism Act 2011 sections 1-8
- The power enables the council to
 - Work with others to provide cost effective services
 - Be innovative
 - Meet the needs of local people

2. What criteria must local councils meet to be eligible to use the general power of competence and when must a council confirm that it is eligible

- Qualified clerk, who must hold either CiLCA or CertHE in either local Policy or Community Engagement & Governance and have passed Section 7 of CiLCA 2012 –
The Clerk is duly qualified
- 2/3 of the council must be elected, not co-opted
All councillors were elected in May 2019

3. S137 v General Power of Competence

- S137
 - is restrictive
 - can only be used when there is no other specific power that applies to the function

- must be “ *in the interest of, and will bring direct benefit to, the area of any part of it or all or part of its inhabitants*”
- limited to £8.12- per elector on the electoral roll: currently £38,415.72

- **General Power of Competence**

- Freedom to act
- Is the power of first resource - it doesn't matter if there are overlapping powers and no requirement to minutes the power used
- Can be used anywhere – not just in the parish
- Can include anyone – including individuals
- No need to prove benefit to council or community
- No financial limit

In view of the above, the **RECOMMENDATION** is to confirm the Council's eligibility to use the General Power of Competence.

BIDFORD-ON-AVON PARISH COUNCIL
SCHEME OF DELEGATED POWERS TO THE CLERK

SERVICE AREA	FUNCTION
Communications	To deal with all press and public relations on behalf of the Council To manage and monitor the council's Social Media as per the approved policy https://www.bidfordonavon-pc.gov.uk/pdfs/documents/proc-socialmedia.pdf
Consultations	To notify the Council of all planning application consultations received. In the event the consultation end-date falling before the date of the next Council meeting, to apply the approved Council Policy https://www.bidfordonavon-pc.gov.uk/pdfs/documents/proc-planningcomments.pdf
Contractors	To liaise with and be the first point of contact for all contractors appointed by the Parish Council
Decisions	To take all necessary actions, including signing any document, necessary to give effect to any decision of the Council and its Scheme of Delegation
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option
Emergency Planning	<ol style="list-style-type: none"> 1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the County and District Councils 2. To report to Council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency
Finance	<ol style="list-style-type: none"> 1. If required to manage timely transfer of funds between the Council's bank accounts to maintain adequate cash-flow to cover the Council's requirements. 2. To maintain adequate insurance cover for Council activities and assets 3. To amend SO/DDM as required
GDPR and Fol	<ol style="list-style-type: none"> 1. To have overall responsibility for the Council's publication scheme 2. To be responsible for applying the requirements of the Freedom of Information Act and GDPR Act
Health, Safety and Wellbeing	<ol style="list-style-type: none"> 1. To arrange and keep the Council's schedule of risk assessments up to date 2. To take the necessary action to implement actions identified to mitigate risks in the workplace and on Council property 3. To be responsible for the Council's website and any other online presence
Land & Property	<ol style="list-style-type: none"> 1 To purchase necessary goods and supplies 2. To maintain the Council's office and property 3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible 4. To consult on planting schemes for the various open areas for which the Council is responsible
Urgent business	1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Council's Chairman

BIDFORD-ON-AVON PARISH COUNCIL
SCHEME OF DELEGATED POWERS TO THE CLERK

2. In the absence of the Clerk or in the event that the Clerk is an interested party he/she will be substituted by an appropriate substitute from outside the Parish Council, ideally a Clerk from within the district
3. Decisions made under this delegation will be reported to and minuted at the next Council meeting
4. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the Council be called to deal with the urgent matter.

Parish Council and Planning Committee Meetings 2019/20

All the above meetings take place at the Parish Council Meeting Room, Bramley Way, and start at 7.30 pm – unless otherwise indicated.

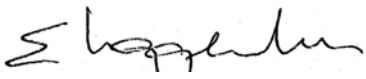
Notice for the meetings are posted on the Parish Council Notice boards and the full Agenda on the website the Wednesday before the meeting date.

ANNUAL PARISH MEETING SATURDAY 16th MAY 2020 – 9.30 am to 12.00 noon and MONDAY 18TH MAY 2019 @ 7.15 pm

PLANNING	PARISH COUNCIL
Monday 10 th June 2019	Monday 24 th June 2019
Monday 8 th July 2019	Monday 29 th July 2019
Monday 12 th August 2019	Monday 19 th August 2019
Monday 9 th September 2019	Monday 30 th September 2019
Monday 14 th October 2019	Monday 28 th October 2019
Monday 11 th November 2019	Monday 25 th November 2019*
Monday 9 th December 2019	Monday 16 th December 2019
Monday 13 th January 2020	Monday 20 th January 2020
Monday 10 th February 2020	Monday 24 th February 2020
Monday 9 th March 2020	Monday 30 th March 2020
Monday 6 th April 2020	Monday 27 th April 2020
Monday 11 th May 2020	Monday 18 th May 2020 (Annual Meeting of the Parish Council)

NB

*The Parish Council Meeting will take place in Broom Village Hall, High Street, Broom


 Elisabeth Uggerløse
 Clerk to the Parish Council
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