

Soulby Parish Council

Clerk: Tracy Fisher
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Soulby
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11th May 2017

Dear Councillor,

You are requested to attend the Annual meeting of Soulby Parish Council in the Village Hall, on Friday 19th May 2017 at 7.00pm.

Yours Sincerely

Tracy Fisher, Clerk.

AGENDA

1. **Election of Chairman for Council Year 2017/18**
2. **To receive the Chairman's Declaration of Acceptance of office**
3. **Apologies** - To receive apologies for absence
4. **Minutes** - To authorize the chairman to sign minutes (already circulated) of the council meeting held on the 27th January as a true record.
5. **Declarations of Interest**
To receive declarations of interest by members in respect of items in this agenda
6. **Public Participation**
Members of the public have the opportunity to make a statement and ask questions of the council.
7. **Annual Report**
Summary of council activities in the last year

8. Finance

i.

To authorize the following payments for financial year 16/17

- a. £383.06 - Caretaker Salary (includes £158.06 expenses)
- b. £330.12 - Clerk Salary (includes £36.72 expenses)
- c. £443.07 - Zurich Insurance

To authorize the following payment for financial year 17/18

- a. £288 - D Fisher Building Services (Renewal and put in place new gate stoop at village hall entrance)
- b. £108.12 - CALC subscriptions

ii.

- c. Presentation of Accounts 2016-17 to authorize the chairman to sign.
- d. Completion of Annual Return to External Auditors.
- e. Precept 2016-17 received - £3054.00
- f. Recycling credits received - £120.06
- g. Review of Cemetery fees.
- h. Review of Caretaker salary
- i. Review of Clerk salary

9. Correspondence

- i. CALC circulars Feb, March & April
- ii. News letter from Cumbria Constabulary
- iii. Letter from NALC re: Parish precepts
- iv. Letter from Yorkshire Dales National Park re delegation of rights of way & another about becoming members of the National Park
- v. Letter from Kirkby Stephen Primary School asking if we would be able to contribute anything towards the new classroom appeal.

10. Appleby Horse Fair

The new Officer in charge of Appleby Horse Fair has been in touch to see if we have any concerns we would like to discuss with him before this year's event. Sgt Andy Milburn has taken over from Sgt Mike James.

11. Parish Council Website

We now have in action a link on www.kirkby-stephen.com web page to our own site where all information on the Parish Council will be available.

Discussion Points

Cemetery Fees

As at May 14

	Living in Parish	Living outside Parish
Single Grave Space	£250	£500
Ashes in half grave space in designated area	£150	£300
Ashes into an existing grave	£100	£100
Erection of memorial	£100	£100

For anyone who has already purchased a grave space, but has lived outside the parish for more than 10 years there is an interment fee of 50% the cost of a single grave space i.e. £100

8f Caretaker Salary - Currently £900 per year

8g Clerk Salary - Currently £1,300 per year

9 Review of risk assessment

- a. We are fully covered by insurance
- b. All cheques are signed by 2 councilors, having been authorised by the council members
- c. The clerk does not handle cash
- d. John Dinsdale checks the council's books during the year
- e. The cemetery caretaker & John Dinsdale have inspected memorials recently and the unstable ones have now been made safe, the village shelter is in good repair.
- f. The system of internal audit for the council's accounting records are effective.

Annual Parish meeting to follow the AGM.