**AGENDA**

**Monday 7th January 2019 Starting at 7pm**

1. Apologies

2. Approval of Minutes of the Meeting held 3rd December 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Public Sector Deposit Fund Update

6. Mashamshire Trade Directory – Approval of Entries

7. Masham Market to include;

* Review of Market Rules
* Provision of Finger Post to Market Square
* Enhanced Market Days
* Storage of Cones

8. Electric Charging Points for Vehicles

9. Parish Maintenance

10. Additional Sandbags

11. Public Toilets – Update Following Report of Misuse to NYP

12. Consideration of MPC’s Own Facebook Page

13. Annual Inspection of MUGA

14. Travellers on the Recreation Ground – Update on Works

15. Local Neighbourhood Plan

16. Safer Neighbourhood Meeting – Follow-Up

17. Employment Matters;

* NALC’s Guide to Salary Award 2019-20
* Pensions Regulator Re-enrolment

18. GDPR – Approval of Incident Breach Form

19. Christmas Wreath Competition

20. Correspondence for discussion/information – **Appendix C**

21. Any other business – minor items for information only at Chairman’s discretion

22. Date of next Meeting: **Monday 4th February 2019**

***Updated Appendix A, B & C will be available on 7th January from 6.45pm***

**AGENDA**

**Monday 4th February 2019 Starting at 7pm**

1. Apologies

2. Approval of Minutes of the Meeting held 7th January 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Public Sector Deposit Fund Update
* Cycling Events Co-ordinator Payments

6. Tour de Yorkshire 2019 – Co-ordinator Role

7. Masham Market to include;

* Approval of Market Rules
* Provision of Finger Post to Market Square
* Update on Storage of Cones
* Costings for Tarmac to Potholes

8. Electric Charging Points for Vehicles

9. Masham Business Map – Changes & Additional Printing

10. Damaged Bench Outside Bordar House Teas.

11. Annual Inspection of MUGA

12. Travellers on the Recreation Ground – Update on Works

13. Local Neighbourhood Plan

14. 101 and Crimestoppers Poster

15. Disposal of Historical MPC Items & Paperwork

16. Correspondence for discussion/information – **Appendix C**

17. Any other business – minor items for information only at Chairman’s discretion

18. Date of next Meeting: **Monday 4th March 2019**

***Updated Appendix A, B & C will be available on 4th February from 6.45pm***

**AGENDA**

**Monday 4th March 2019**

1. Apologies

2. Approval of Minutes of the Meeting held 4th February 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Approval of S137 Donation for Greener Masham’s Insurance
* Advice of Receipts & Approval of Payments - **Appendix B**
* Public Sector Deposit Fund Update
* Consideration of S137 to the Security System for St Marys Church
* Consideration of Invoice for the Christmas Lights Installation

6. Masham Market to include;

* Approval of Masham Market Rules 2019
* Consideration of Monthly Stall for Greener Masham
* Promotion of Forthcoming Markets
* Christmas Fair – Co-ordination of Local Businesses & Organisations
* Provision of Finger Post to Market Square
* Costings for Tarmac to Potholes

7. MUGA – Consideration of Annual Inspection & Biannual Cleaning

8. Additional Dog Waste Bin for Leyburn Road

9. Fly Tipping in the Parish

10. Travellers on the Recreation Ground – Update on Works

11. Local Neighbourhood Plan

12. Walking Group Coach Trip 11th April

13. Correspondence for discussion/information – **Appendix C**

14. Any other business – minor items for information only at Chairman’s discretion

15. Date of next Meeting: **Monday 1st April 2019**

***Updated Appendix A, B & C will be available on 4th March from 6.45pm***

MASHAM PARISH COUNCIL

The Chairman of Masham Parish Council hereby gives Official Notice of the Annual Parish Meeting for the Parish of Masham

 **to be held at**

**Masham Town Hall on Monday 13th May 2019 at 7.00pm**

**Flo Grainger**

AGENDA:

1. Welcome.
2. Apologies.
3. Approve the Minutes of the Annual Parish Meeting held on 14th May 2018.
4. Chairman’s Report.
5. Any issues raised by Councillors or by members of the public included on the Register of Electors.
6. Close of meeting.

Dated 02/05/2019

MASHAM PARISH COUNCIL

The Chairman of Masham Parish Council hereby summons Councillors

**to attend the Annual Meeting of the Parish Council to be held at**

**Masham Town Hall on Monday 13th May 2019 after 7.15pm, or**

**immediately following the Annual Parish Meeting.**

**Flo Grainger**

AGENDA:

1. Election of Chairman.
2. Declaration of Acceptance of Office.
3. Apologies.
4. Election of Vice Chairman.
5. Minutes of the Annual Meeting of the Parish Council held on 14th May 2018.
6. Election of representatives of the Council for:
* Emergency Planning
* Mashamshire Community Office
* Ripon CAB
* Masham Sports Association
* Rural Housing
* Market Working Group
* Masham Christmas Lights Working Group
* Marfield Quarry Liaison Group
* YLCA Representatives x2
1. Agree the Chairman’s allowance for 2019/20.
2. Audit Matters for the year ended 31st March 2019:
3. To note the Annual Internal Audit Report for 2018/19 of the Annual Governance and Accountability Return 2018/19.
4. To approve Section 1 - Annual Governance Statement 2018/19 of the Annual Governance and Accountability Return 2018/19.
5. To approve Section 2 - Accounting Statements 2018/19 of the Annual Governance and Accountability Return 2018/2019.
6. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities Annual Internal Audit Report 2018/19 including; Section 1 – Annual Governance Statement 2018/19; Section 2 – Accounting Statements 2018/19; Analysis of variances; Bank Reconciliation to 31 March 2019; Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
7. Approval of the Annual Receipts and Payments Accounts for the Year Ended 31st March 2019.
8. Close of meeting.

Dated 02/05/2019

**AGENDA Monday 13th May 2019**

1. Apologies

2. Approval of Minutes of the Meeting held 1st April 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Public Sector Deposit Fund Update
* Consideration of Contribution Towards Bunting from Rosedale PC
* Consideration of Payment to E Leathley & Son for Hanging & Taking Down Bunting
* Approval of Payments for Mashamshire Litter Busters for Tabards & Grabbers
* Feedback from Internal Checks for January to March

6. Tour de Yorkshire Feedback

7. Masham Market to include;

* Complaint by MoP Over Parked Vehicles
* Promotion of Forthcoming Markets
* Provision of Finger Post to Market Square
* Food Safety Query from MoP to HBC
* Request from Healthwatch North Yorkshire for a One-off Stall

8. Footpath from Black Bull Yard to Quaker Terrace

9. Honesty Box – Additional, Thefts & Damage, Ongoing Management

10. Additional Electric Socket & Car Charging Point

11. Masham Parish Council Website

12. Masham Business Map

13. Work to Lime & Willow Trees

14. Market Square Planters

15. Travellers on the Recreation Ground

16. Local Neighbourhood Plan

17. MCO Rental Agreement

18. MPC Insurance Cover

19. Correspondence for discussion/information – **Appendix C**

20. Any other business – minor items for information only at Chairman’s discretion

21. Date of next Meeting: **Monday 3rd June 2019**

Dated 06/05/2019

***Updated Appendix A, B & C will be available on 13th May from 6.45pm***

**MONDAY 3rd JUNE 2019 AGENDA**

1. Apologies

2. Approval of Minutes of the Meeting held 13th May 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**

6. Masham Market to include;

* Promotion of Forthcoming Markets
* Provision of Finger Post to Market Square

7. UCI Championships Preparation

8. Honesty Box – Repairs & Ongoing Management

9. Additional Electric Socket & Car Charging Point

10. Masham Business Map

11. Work to Lime & Willow Trees

12. Works to Silver Street Noticeboard

13. Painting of Coach Parking Lines

14. Recording of Playground Inspections

15. Travellers on the Recreation Ground

16. Masham Parish Council Website

17. Local Neighbourhood Plan

18. Employment Matters;

* Arrangements for Litter Picker’s Appraisal.
* Consideration of S137 Donation of Litter Picker’s Bonus
* Consideration of Employment Status of Parish Caretaker

19. Parish Caretaker Items to Authorise;

* Clear Sprayed Weeds from Market Square
* New Items Suggested

20. MPC Insurance Cover

21. Correspondence for discussion/information – **Appendix C**

22. Any other business – minor items for information only at Chairman’s discretion

23. Date of next Meeting: **Monday 1st July 2019**

Dated 29/05/2019

***Updated Appendix A, B & C will be available on 3rd June from 6.45pm***

**AGENDA**

**MONDAY 1st JULY 2019 AGENDA**

1. Apologies

2. Approval of Minutes of the Meeting held 3rd June 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of Additional S137 Donation to Mashamshire Litter Busters for Recycling Charge
* Request for Approval of MUGA Safety Sign

6. UCI Championships Preparation

7. Masham Market to include;

* Promotion of Forthcoming Markets
* Provision of Finger Post to Market Square
* Query from Trader Over Bank Holiday Charges
* Potential Request to hold Christmas Fair 2020 on Saturday 12th December.

8. Honesty Box – Repairs & Ongoing Management

9. Additional Electric Socket & Car Charging Point

10. High Ellington Speed Order

11. Post Office Service & Banking of Cash

12. Annual Playground Inspections

13. Painting of Coach Parking Lines

14. Travellers on the Recreation Ground

15. Neighbourhood Plan

16. Employment Matters;

* Consideration of S137 Donation of Litter Picker’s Bonus
* Employment Status of Parish Caretaker

17. Correspondence for discussion/information – **Appendix C**

18. Any other business – minor items for information only at Chairman’s discretion

19. Date of next Meeting: **Monday 5th August 2019**

Dated 26/06/2019

***Updated Appendix A, B & C will be available on 1st July from 6.45pm***

**AGENDA - Monday 5th August 2019**

1. Apologies

2. Approval of Minutes of the Meeting held 1st July 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

* Consideration of Additional Comments to 18/02465/FUL 1 Park Street
* Response from HBC Over Electronic Consultation

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Surplus Collection for the A1 Signage
* Consideration of an Offer to Swinton Estate on The Shooting Holme

6. UCI Championships Preparation

7. Masham Market to include;

* Promotion of Forthcoming Markets & Offer from MoP to Help
* Provision of Finger Post to Market Square
* Potholes to Market Square

8. Honesty Box – Repairs & Management

9. Car Charging Point Through DIF

10. Additional Planters Through DIF

11. Footpath from Black Bull Yard to Quaker Terrace

12. Request for Grass Cutting by MFJ Land Management;

* Path from Masham to Dykes Hill & from Park Drive Along to the Steps up to Park Drive

13. Re-siting & Works to Bench at Sandy Bay

14. Painting of Telephone Boxes

15. Masham in Bloom

16. Travellers on the Recreation Ground

17. Neighbourhood Plan & Website

18. Parish Caretaker Requests to Include;

* Sweeping & Weeding the MUGA

19. Employment Matters;

* Mileage Contribution to Market Superintendent

20. Correspondence for discussion/information – **Appendix C**

21. Any other business – minor items for information only at Chairman’s discretion

22. Date of next Meeting: **Monday 2nd September 2019**

Dated 30/07/2019

***Updated Appendix A, B & C will be available on 5th August from 6.45pm***

**AGENDA**

1. Apologies

2. Approval of Minutes of the Meeting held 5th August 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Surplus Collection for the A1 Signage
* Consideration of an Offer to Swinton Estate on The Shooting Holme
* Internal Quarterly Check – April to June
* Approval of Updated Financial Regulations

6. UCI Championships Preparation

7. Masham Market to include;

* Forthcoming 2019 Feature & Farmers Markets
* Analysis of Last 5 Years Market Income
* Promotion of 2020 Markets
* Provision of Finger Post to Market Square

8. Electric Vehicle Car Charging Point

9. New Bench & Working Party at Sandy Bay

10. Travellers on the Recreation Ground

11. A recent Housing Needs Survey – Information & Discussion

12. Neighbourhood Plan & Website

13. Parish Caretaker Role

14. Employment Matters;

* Request to Alter Name to Litter Picker’s Contract

15. Correspondence for discussion/information – **Appendix C**

16. Any other business – minor items for information only at Chairman’s discretion

17. Date of next Meeting: **Monday 7th October 2019**

Dated 26/08/2019

***Updated Appendix A, B & C will be available on 2nd September from 6.45pm***

**AGENDA MONDAY 7th OCTOBER 2019**

1. Apologies

2. Approval of Minutes of the Meeting held 2nd September 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of S137 Donation of £672 Playing Fields Rent Back to Masham C of E School
* Internal Quarterly Check – April to June
* External Audit 2018-19

6. UCI Championships Feedback

7. Making of Mashamshire Representative Request

8. Masham Market to include;

* Review of Market Tariffs
* Christmas Fair 7th December
* Promotion of 2020 Markets
* Missed Pothole on Market Square

9. Swinton Estate Meeting Feedback

10. Public Operated Speed Guns

11. Masham’s Graveyard Capacity

12. Potential Downgrade of Fire Engine from Pump to TRV Vehicle

13. Fallen Tree at Tittybottle Park

14. Annual Playground Inspections

15. Travellers on the Recreation Ground

16. Neighbourhood Plan & Website

17. Storing of Picnic Tables

18. Highways Matters Including Closure of Thorpe Road

19. Parish Caretaker Role

20. Meeting Dates 2020

21. Litter Picker’s Contract

22. Correspondence for discussion/information – **Appendix C**

23. Any other business – minor items for information only at Chairman’s discretion

24. Date of next Meeting: **Monday 4th November 2019**

Dated 02/10/2019

***Updated Appendix A, B & C will be available on 7th October from 6.45pm***

**AGENDA MONDAY 4th NOVEMBER 2019**

1. Apologies

2. Approval of Minutes of the Meeting held 7th October 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Approval of Purchase of Stepladders
* Approval of Laptop Antivirus Subscription

6. Masham Market to include;

* Christmas Fair 7th December
* Promotion of 2020 Markets

7. Height Barrier

8. Travellers on the Recreation Ground

9. Hearing 17th December DMMO for Footpath from Black Bull Yard to Quaker Lane

10. Public Operated Speed Guns

11. Masham’s Graveyard Capacity

12. Potential Downgrade of Fire Engine from Pump to TRV Vehicle

13. Masham Community Bonfire

14. Market Square Planters

15. Neighbourhood Plan

16. Parish Caretaker Works

17. Highways Matters

18. Correspondence for discussion/information – **Appendix C**

19. Any other business – minor items for information only at Chairman’s discretion

20. Employment Matters;

* Market Superintendent Trader Relations

21. Date of next Meeting: **Monday 2nd December 2019**

Dated 28/10/2019

***Updated Appendix A, B & C will be available on 4th November from 6.45pm***

**AGENDA MONDAY 2nd DECEMBER 2019**

1. Apologies

2. Approval of Minutes of the Meeting held 4th November 2019

3. Declaration of Interest in Agenda items

4. Planning Matters (plans available online at HBC only) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**

6. Masham Market to include;

* Christmas Fair 7th December
* Christmas Wreath & Window Competitions
* Promotion of 2020 Markets

7. Masham Trade Directory & Website Entries 2020

8. Accident on Shooting Holme

9. Travellers on the Recreation Ground

10. Public Operated Speed Guns

11. Potential Downgrade of Fire Engine from Pump to TRV Vehicle

12. Neighbourhood Plan

13. Peacock and Verity Community Spaces

14. Review of GDPR Documents

15. Urban Grass Cutting Payments 2020/21

14. Parish Caretaker Works

16. Highways Matters

17. Litter Picker Contract

18. Correspondence for discussion/information – **Appendix C**

19. Any other business – minor items for information only at Chairman’s discretion

20. Date of next Meeting: **Monday 6th January 2020**

Dated 27/11/2019

***Updated Appendix A, B & C will be available on 2nd December from 6.45pm***