

Annual Meeting of the Parish Council

To Members of Bishampton & Throckmorton Parish Council

You are duly summoned/required to attend the Annual meeting of Bishampton & Throckmorton Parish Council at 7.00pm on **Monday 22nd May 2023** at The Parish Room, Throckmorton

AGENDA

1. To Elect a Chair and receive signed Declaration of Acceptance of Office

2. To Elect a Vice Chair

3. Apologies: To receive apologies and to approve reasons for absence.

4. Declarations of Interest:

- Register of Interests: Councillors are reminded to keep their register of interests updated, and:
- To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- To declare any Other Disclosable Interests in items on the agenda and their nature.
- To submit any written requests for the council to grant a dispensation (Localism Act 2011, s33) to the clerk as soon as possible, at any time prior to the start of the meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 13(4) (b) of the Members' Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence (Localism Act 2011, s29).

The meeting will be adjourned for Public Questions

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting.

The meeting will be resumed

5. Minutes: To approve and sign the minutes of the meeting on 3rd April 2023

6. District and County Councillors' reports: for information.

7. To adopt the General Power of Competence

8. Representation of Parish Council on outside bodies

9. Key Documents to review for adoption or approval:

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|---|--------------------------------------|
| 9.1 Review & adopt Financial Regulations | 9.2 Review & adopt Standing Orders |
| 9.3 Review & adopt Code of Conduct | 9.4 Review of Risk Management Scheme |
| 9.5 Review & confirm Direct Debits | 9.6 Review Scheme of Delegation |
| 9.7 Review & confirm Strategic Objectives | 9.8 Review & confirm Asset Register |
| 9.9 Review & confirm bank mandate & signatories | |

10. To review and adopt the following new policies/procedures:

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|---|-----------------------------------|
| 10.1 General Power of Competence Policy | 10.2 Health & Safety Policy |
| 10.3 Dispensations Procedure Guide | 10.4 Retention & Archiving Policy |

11. To re-adopt the following existing policies/procedures:

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|-----------------------------|------------------------------------|
| 11.1 Freedom of Information | 11.2 General Data & Privacy Policy |
| 11.3 Complaints Policy | 11.4 Grant Awarding Policy |

12. To review the following policies

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|---------------------------|---|
| 12.1 Publications Policy | 12.2 Disciplinary, dismissal & grievance policy |
| 12.3 Equality & Diversity | 12.4 Grant Application forms |
| 12.5 Press & Media Policy | 12.6 Reserves Policy |
| 12.7 Social Media Policy | 12.8 Training & Development Policy |

13. To confirm:

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|------------------------------|--------------------------|
| 13.1. Planning Team members | 13.2 Communications Lead |
| 13.3. Buildings Team members | |

14. Finance

- 14.1. To receive the April bank reconciliation
- 14.2. To receive the current list of payments and receipts and approve payments
- 14.3. To confirm the Reserves at 31st March 2023

15. Progress Reports: for information & discussion:

- 15.1. La Serra – any updates
- 15.2. Valuation of PC properties for insurance purposes
- 15.3. Feedback from community coffee morning

16. Items for consideration:

- 16.1. To consider a grant application from BATVHC for tree work
- 16.2. Housemartins – changing deposit scheme
- 16.3. To receive notes from Clerk's annual review
- 16.4. To review the insurance policy and consider quotation from our current insurer
- 16.5. To resolve to defer the signing of any necessary declarations of office
- 16.6. To discuss the land adjoining the Villages Hall

17. Planning

- 17.1. To consider Throckmorton Court application plus any planning applications received after the publishing of the agenda. Applications received will be published on our website www.batpc.org.uk/planning
- 17.2. To receive any planning decisions received after the publishing of the agenda.

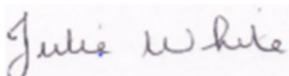
18. Properties

- a) **Dolphin:**
 - Roof/guttering work
 - Crack in outbuilding
 - Fence between carpark and paddock
 - Faulty shower – work now complete
- b) **Housemartins**
 - Boiler/oil lifter

19. To note any items of correspondence

20. Clerk's and Councillors' reports and any items for future agenda

21. Date of next meeting: Mon 5th June at Bishampton Villages Hall in The Ockenden Suite - 7.00pm



Julie White, Parish Clerk

15th May 2023