

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

---

Council members are hereby summoned to attend the Annual Parish Council Meeting on Tuesday 03 May 2022 at 7.30 pm, at Spelsbury Memorial Hall, to follow the Annual Parish Meeting

Please inform the Clerk if you are unable to attend.

*Anne Ogilvie*

Anne Ogilvie - Spelsbury Parish Clerk

26 April 2022

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960

## Agenda

1. To elect the Chairman of the Council
2. To receive Acceptance of Office of the Chairman
3. Welcome by the Chairman
4. To elect the Vice-Chairman of the Council
5. To receive Acceptance of Office of the Vice-Chairman
6. To receive apologies for absence
7. To approve and sign the minutes of the meeting on 01 March 2022
8. To receive declarations of interest from Members regarding items on the agenda
9. Public participation – to allow members of the public/press to comment on any item on the agenda, bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.
10. To create committees to carry out Council business and agree terms of reference
11. To appoint members to serve on committees
12. To review existing working groups and agree terms of reference
13. To create working groups to carry out Council business and agree terms of reference
14. To appoint members to serve on working groups
15. To appoint lead councillors and agree terms of reference
16. To review delegation arrangements to committees and other local authorities
17. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

---

18. To review and adopt Standing Orders
19. To review and adopt Financial Regulations
20. To review and approve Council's complaints procedures
21. To review and approve dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures
22. To review representation on, or work with, external bodies and arrangements for reporting back to Council
23. To review and approve inventory of land owned or maintained by Council
24. To review and approve the asset register
25. To review and approve the Council insurance policy and renewal agreement
26. To review and approve Council's and staff subscriptions to other bodies
27. To review annual maintenance and administration contracts and agreements, and agree actions
28. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
29. To approve the Councillor code of conduct
30. To appoint an internal auditor for the current financial year
31. To receive and comment on the RFO's review of the annual accounts to 31 March 2022
32. To approve the Statement of Accounts to 31 March 2022
33. To approve the bank reconciliation to 31 March 2022
34. To receive and comment on the internal audit report for the year ending 31 March 2022
35. To complete and sign the Annual Governance Statement for the year ending 31 March 2022
36. To approve and sign the Accounting Statements for the year ending 31 March 2022
37. To approve the Certificate of Exemption – AGAR 2021/22
38. To set the date for the commencement of the Exercise of Public Rights
39. To approve the Scheduled Payments List and suppliers for the year to May 2023
40. To approve Direct Debits and Standing Orders for the year to May 2023
41. To review and approve the Action Plan for 2022-2023
42. To receive reports from County and District Councillors
43. To receive and comment on the Clerk's report
44. Planning and enforcement
  - a. Any planning applications received before date of meeting
  - b. Update of previous planning applications and enforcement actions
45. Business items
  - a. To co-opt a new councillor
  - b. To receive update of Climate Emergency community activities report and agree actions
  - c. To receive update of Parish Plan working group and agree actions

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

---

- d. To receive update from Cllr Leyland regarding Platinum Jubilee Celebrations
  - e. To consider response from OCC regarding SID positions and agree actions
  - f. To consider a response to WODC's removal of the parish council dog bins and agree actions
46. Finance
- a. To ratify expenditure since last meeting
  - b. To approve current expenditure
  - c. To instruct bank signatories to sign approved payments or process approved payments as appropriate
  - d. To note monies received
  - e. To receive update of current status of bank accounts
  - f. To approve current year budget update
  - g. To approve earmarked reserves and general reserves
  - h. To approve bank reconciliation
  - i. To approve finance update
  - j. To approve the addition of new councillors as bank signatories with Unity Trust Bank and the removal of ex-Cllr Harvey as a signatory when new signatories have been added
  - k. To consider closing the Barclays current account and savings account and agree actions
  - l. To consider setting up an Instant Access savings account with Unity Trust Bank and agree actions
47. To receive items for information only
- a. Temporary road closure and "no waiting" restriction at Dean, Un-named Dean Village Road to facilitate surface dressing works, from 28 June to 30 June 2022, from 5am to 8pm daily
  - b. Temporary road closure and "no waiting" restriction at Dean, Un-named Dean Village Road to facilitate surface dressing works, from 28 June to 30 June 2022, from 5am to 8pm daily
48. To receive requests for motions for the next agenda, and to note that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting
49. Next meeting – to note date, time and venue of next meeting
50. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item
51. To receive report from Cllr Leyland following the Clerk's appraisal
52. To consider staff pay review