

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

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**Members of Appleton with Eaton Parish Council
are summoned to the Annual Parish Council Meeting
Monday, 23rd May 2022
at 7:15pm Village Hall**

Allison Leigh – Parish Clerk

AGENDA

NB: Members of the Public are invited to the meeting if they wish to speak in the public session or as observers.

22/43: Appointment of Chairman

22/44: Appointment of Vice-Chairman

22/45: Signing of Declaration of Acceptance

22/46: Apologies for Absence

22/47: Declarations of interest

22/48: Public questions and statements: Time is available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting. Members of the public wishing to speak should notify the Clerk in advance. Time given in total is 10 minutes.

22/49: Reports from District and County Councillors

22/50: Staffing Committee: To establish a Staffing Committee with Terms of Reference and members to be confirmed in agenda item 22/31.

22/51: Review and acceptance of the following:

- **Code of Conduct**
- **Standing Orders**
- **Financial Regulations**
- **Risk Assessment**
- **Asset Register**
- **Members roles on and Terms of Reference for committees**
- **Document Retention Policy**
- **Data Protection Policy**
- **Freedom of Information Publication Policy and Scheme**
- **Media and Press Policy**
- **Reserves Policy**
- **Employment Policy and Complaints Procedure**

22/52: Insurance Cover: To ensure insurance cover is adequate

22/53: Agree a Chairman's allowance: To discuss whether the Chairman will have an allowance

22/54: Dates of future meetings: To agree that Parish Council Meetings occur on the second Monday of every month except in August and on a Bank Holiday. Leisure and Recreation Committee meetings to be agreed.

22/55: Bank Mandate: To confirm and/or change the bank signatories

22/56: Finance

Recurring payments: To confirm the following payments for 22/23

<u>Organisation</u>	<u>Element</u>	<u>Review Date</u>	<u>Amount for 22/23</u>
OALC	Membership	January 2023	168.37
SLCC	Membership	January 2023	68.40
Dark White Digital	Web hosting and WordPress Updates	January 2023	30.00/month
Open Spaces Society	Membership	January 2023	45.00
Credit Card Annual Fee	Bank fee	January 2023	72.00
Executive Alarms	Alarm check for Pavilion	January 2023	75.00
GFA Premier	Fire extinguisher check for Pavilion	January 2023	75.00
Confirm S137 expenditure 22/23	Confirm donations amount based on electorate for 22/23	January 2023	£8.82 x electorate

Audit 2021 2022

- Review and sign Annual Governance Statement 2021 2022
- Review and sign Accounting Statements 2021 2022
- Confirm posting of Notice of Public Rights 2021 2022
- Review variances and reserves for 2021 2022
- Review any other documentation being sent to the external auditor

22/57: Matters for report: To raise matters for discussion without decision or items for the next meeting

22/58: Date of the next meeting: To confirm the date and location of the next Parish Council meeting as the 13th June 2022 at 7:15pm in the Village Hall. Note: This will be the Annual Parish Council Meeting.

Note on Declarations of Interest:

(i) Under Where a councillor or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they must disclose that interest to the meeting. It is essential that councillors and co-opted members do this clearly, in order that the disclosure may be recorded

(ii) Members must disclose the interest at any meeting of the council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive' interest. Following any

disclosure of an interest not on the council's register or the subject of pending notification, members must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

(iii) Unless dispensation has been granted, members may not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State. They must withdraw from the room when the meeting discusses and votes on the matter.

(iv) The national rules about disclosable pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464).