

# Redbourne Parish Council

Parish Clerk – Holly Hanson  
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Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Redbourne Parish Council on **Thursday 6<sup>th</sup> May 2021**. The meeting will commence at **6.45 pm** via a WHYPAY conference call.

The agenda is set out below.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 040A of the Local Government Act 1972, Schedule 12A the public and press may attend the meeting via the WHYPAY conference call, please see joining details below:

Dial: 0333 0110 946  
Room number: 72923528 #  
PIN: 9265 #

*Holly Hanson*

Holly Hanson – Proper Officer  
30<sup>th</sup> May 2021

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## **Agenda**

### **APCM21/22– 0501                    Election of Chairman**

- a) To elect a Chairman and receive the Chairman’s Declaration of Acceptance of Office

### **APCM21/22 –0502                    Apologies**

- a) To note apologies for absence.

### **APCM21/22 –0503                    Declarations of Interest**

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note any dispensations granted to any member of the council in respect of the agenda items listed below

### **APCM21/22 – 0504                    Election of Vice-Chairman**

- a) To elect a Vice Chairman and receive the Vice Chairman’s Declaration of Acceptance of Office

### **APCM21/22 – 0505                    Internal Audit Report 2020/21**

- a) Members to receive the Internal Audit Report for the 2020/21 year and note any recommendations

### **APCM21/22 – 0506                    Annual Governance Statement 2020/21**

- a) Members to consider the Annual Governance Statement.
- b) Members to approve the Governance Statement.
- c) The signing and dating of the Governance Statement by the Chair and Clerk.

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## **APCM21/22 – 0507                    Annual Accounting Statement 2020/21**

- a) Members to consider the Accounting Statement.
- b) Members to resolve the approval of the Accounting Statement.
- c) Accounting statement to be signed and dated by the Chairman.

## **APCM21/22 – 0509                    Election of Officers**

- a) To elect Councillors to represent the Parish Council at outside meetings and events.
  - ii) Police NATS committee representative
- b) To agree to formation/continuation of any committees and to further agree their functions and Terms and Reference.
  - i) Personnel Committee
    - 1) To review and approve the Personnel Committee Terms of Reference

## **APCM21/22 – 0510                    Re-adoption of Code of Conduct and reminder of review of Register of Interests**

## **APCM21/22 – 0512                    Policies and Procedures**

- a) To review and approve the Standing Orders.
- b) To review and approve the Financial Regulations.
- c) To review and approve the Member/Officer protocol.
- d) To review and approve Freedom of Information Policy.
- e) To review and approve Data Protection Policy.
- f) To review and approve the Equality policy.
- g) To review and approve Safeguarding Vulnerable Adults Policy.
- h) To review and approve Child Protection Policy.
- i) To review and approve the Grievance policy.
- j) To review and approve Complaints Procedure.
- k) To review and approve the Risk Assessments.
- l) To review and approve the Asset Register.
- m) To review and approve Insurance Provision.

## **APCM21/22 – 0513                    Devolved Responsibility for Decision Making**

- a) To discuss and resolve that this Council utilises its powers under the Local Government Act 1972, section 101, to devolve to the Clerk authority to make decisions on any business of the Council.

## **APCM21/22 – 0514                    Public Comment**

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and the time will be restricted to 15 minutes maximum unless the council decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.