

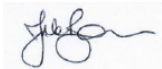
Annual Council Meeting of Bickenhill & Marston Green Parish Council

To members of Bickenhill & Marston Green Parish Council, you are duly summoned to attend the Annual Council Meeting of the Parish Council which is to be held on

Wednesday, 1 May 2024 at 19:15 at

The Elmdon Lounge, Marston Green Parish Hall, Elmdon Road, Marston Green

Signed



Clerk & RFO

Date 26 April 2024

AGENDA

ACM 24 -001 To Elect the Chairman for the coming year

(Chairman's Declaration of Acceptance of Office to be signed)

ACM 24 -002 To Elect the Vice-Chairman for the coming year

(Vice-Chairman's Declaration of Acceptance of Office to be signed)

ACM 24 -003 Apologies: To receive apologies from absent members

ACM 24 -004 Declaration of Interest and Dispensations: Members are reminded to keep their Register of Interests form up to date and to submit dispensation requests to the Clerk

ACM 24 -005 To note the minutes of the Annual Council Meeting held on the 10 May 2023

ACM 24 -006 Appointment of members for each of the Internal Committees and approval of the Terms of Reference:

- a) Appointment of Members
- b) Terms of Reference of the Committees
 - I. Emergency Committee;
 - II. Events Committee;
 - III. Finance & General Purpose Committee
 - IV. Planning Committee
 - V. Recreation Committee
 - VI. Staffing Committee
 - VII. Pavilion Working Group

ACM 24 -007 Appointment of members to serve as representatives of the Parish Council on outside bodies & external committees

ACM 24 -008 To adopt Standing Orders 2024

ACM 24 -009 To adopt Financial Regulations 2024

ACM 24 -010 Review of Asset Register

ACM 24 -011 Approval of the 2024/25 meeting dates for the Parish Council & its Committees

ACM 24 -012 Review of the Bank Mandate and signatories

ACM 24 -013 Year End Bank Reconciliation as at 31st March 2024

ACM 24 -014 Review of Risk Assessment 2023/2024

ACM 24 -015 To adopt the following procedures and guidelines

- a) Bouncy Castle
- b) CCTV
- c) Code of Conduct
- d) Complaints Procedure
- e) Copyright LTN39
- f) DATA Protection Policy
- g) Dignity at Work Policy
- h) Disciplinary & Grievance Policy
- i) Discretionary Policy
- j) Environment & Sustainability Policy
- k) Equality & Diversity Policy
- l) Freedom of Information Model Publication Scheme
- m) Grant Policy & Application Form
- n) Guidance for Dealing with the Press
- o) Health and Safety Policy
- p) Internal Controls
- q) Memorial Bench Policy
- r) Privacy Policy
- s) Procurement Policy
- t) Retention of Documents Policy
- u) Training & Development Policy
- v) Vexatious Complaints Policy
- w) Website Privacy Policy & Website Ts & Cs