

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, 14 May 2025 at 19:15 at

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

Signed *Julie Brennan*
Clerk & RFO

Date 9 May 2025

AGENDA

ACM 25 -001 To Elect the Chairman for the coming year

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

ACM 25 -002 To Elect the Vice-Chairman for the coming year

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

ACM 25 -003 Apologies: To receive apologies from absent members

ACM 25 -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 25 -005 To note the minutes of the Annual Council Meeting held on the 1 May 2024

ACM 25 -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
 - VIII. Website & GOV.UK Domain Working Group

ACM 25 -007 Appointment of members to serve as representatives of the Parish Council on outside bodies & external committees

ACM 25 -008 To adopt Standing Orders 2025

ACM 25 -009 To adopt Financial Regulations 2025

ACM 25 -010 Review of Asset Register

ACM 25 -011 Approval of the 2025/26 meeting dates for the Parish Council & its Committees

ACM 25 -012 Review of the Bank Mandate and signatories

ACM 25 -013 Year End Bank Reconciliation as at 31st March 2025

ACM 25 -014 Review of Risk Assessment 2025/2026

ACM 25 -015 Review of insurance

ACM 25 -016 Review of subscriptions

ACM 25 -017 Review of expenditure under s137 of the Local Government Act 1972

ACM 25 -018 To adopt the following procedures and guidelines

- (a) Accessibility Statement
- (b) Bouncy Castle Safety Requirements
- (c) Burial Ground Regulations
- (d) CCTV Policy
- (e) Child Protection and Safeguarding Policy
- (f) Code of Conduct
- (g) Complaints Procedure
- (h) Copyright LTN39
- (i) DATA Protection Policy
- (j) Dignity at Work Policy
- (k) Disciplinary Procedure
- (l) Discretionary Policy
- (m) Environment & Sustainability Policy
- (n) Equality & Diversity Policy
- (o) Freedom of Information Model Publication Scheme
- (p) Grant & Donation Awarding Policy & Application Form
- (q) Grievance Procedure
- (r) Guidance for Dealing with the Press
- (s) Guidance for Funeral Directors
- (t) Health and Safety Policy
- (u) Internal Controls
- (v) IT & Email Policy
- (w) Investment Policy
- (x) Long Service Award
- (y) Memorial Bench Policy & application form
- (z) Memorial Safety Policy
- (aa) Privacy Policy
- (bb) Procurement Policy
- (cc) Retention of Documents Policy
- (dd) Sickness Absence Policy
- (ee) Sickness Absence Self Certification Form
- (ff) Training & Development Policy
- (gg) Vexatious Policy
- (hh) Volunteer Policy
- (ii) Website Privacy Policy & Website Ts & Cs