

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, 13 May 2026 at 19:15 at

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

Signed Julie Brennan
Clerk & RFO

Date 7 May 2026

AGENDA

- ACM 26 - 001 To Elect the Chairman for the coming year**
(Chairman's Declaration of Acceptance of Office to be signed)
- ACM 26 - 002 To Elect the Vice-Chairman for the coming year**
(Vice-Chairman's Declaration of Acceptance of Office to be signed)
- ACM 26 - 003 Apologies:** To receive apologies from absent members
- ACM 26 - 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 26 - 005 To note the minutes of the Annual Council Meeting held on the 14 May 2025**
- ACM 26 - 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 Working Group;
 - 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
 - IX. Local Nature Action Plan Working Group
- ACM 26 - 007 Appointment of members to serve as representatives of the Parish Council on outside bodies & external committees**
- ACM 26 - 008 To adopt Standing Orders 2026**
- ACM 26 - 009 To adopt Financial Regulations 2026**
- ACM 26 - 010 Review of Asset Register**
- ACM 26 - 011 Approval of the 2026/27 meeting dates for the Parish Council & its Committees**
- ACM 26 - 012 Review of the Bank Mandate and signatories**
- ACM 26 - 013 Year End Bank Reconciliation as at 31st March 2026**

ACM 26 - 014 Review of Risk Assessment 2026/2027

ACM 26 - 015 Review of insurance

ACM 26 - 016 Review of subscriptions

ACM 26 - 017 Review of expenditure under s137 of the Local Government Act 1972

ACM 26 - 018 To adopt the following procedures and guidelines

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

ACM 26 - 019 Date and time of the next meeting: 12 May 2027 (TBC)