

Butlers Marston Parish Council

The Annual Meeting of the Parish Council will be held on **Wednesday 8th May 2024** at **7:30pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for absence**
4. **Members' declarations of interest for items on the agenda**
5. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
6. **To confirm the council's eligibility and intention to adopt the General Power of Competence with immediate effect**
7. **To approve the minutes of the Parish Council (PC) meeting held on 27th March 2024**
8. **County/District Councillor reports**
9. **Outstanding matters/actions from previous minutes**
 - 9.1 Update re Warwickshire County Council's (WCC) proposals to resite the bus stops in the parish
 - 9.2 Butlers Marston Church Restoration and Reorder Group
 - 9.3 Bus shelter/phone box refurb project
 - 9.4 Update re discussions with Highways re width of footpaths
 - 9.5 Maintenance of War Memorial
 - 9.6 Update re ensuring the parish council has complete records for any easements/wayleaves for owners of property around the Village Greens
10. **Annual Governance and Accountability Return 2023-24**
 - 10.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year
 - 10.2 To complete and approve the annual governance statement for the 23/24 audit
 - 10.3 To approve the accounting statements for the 23/24 audit
 - 10.4 To approve completion and signing of the AGAR Certificate of Exemption for 23/24
 - 10.5 To agree the dates for the notice of public rights – proposed dates are Monday 3rd June to Friday 12th July 2024

11. Finance

- 11.1 Confirmation of the bank balances as at 01.05.24 of £117.30 and £6,658.41
- 11.2 To approve the following payments made using delegated powers:

23.04.24	WALC	Annual membership	£146.00
23.04.24	Kirsty Buttle	Salary and expenses Apr	£132.59

- 11.3 To note the following receipts:

12.04.24	HMRC	VAT refund	£494.69
22.04.24	SDC	Precept	£2,459.00

12. Planning applications received - None

13. Planning decisions received

14. To re-adopt the following policies with no changes made:

- 14.1 Risk Assessment
- 14.2 Publication Scheme
- 14.3 Scheme of Delegation
- 14.4 Financial Regulations
- 14.5 Standing Orders
- 14.6 Disciplinary Policy
- 14.7 Data Breach Policy
- 14.8 Freedom of Information Policy
- 14.9 Data Protection Policy
- 14.10 Complaints Procedure
- 14.11 Privacy Notice
- 14.12 Records Retention Policy
- 14.13 Subject Access Request Procedure
- 14.14 Role Holder Privacy Notice
- 14.15 Social Media Policy
- 14.16 Guidance on Code of Conduct
- 14.17 Code of Conduct
- 14.18 Gifts and Hospitality Policy/Register
- 14.19 Financial Control and Internal Audit Procedure
- 14.20 Grievance Policy
- 14.21 Health and Safety Policy
- 14.22 Communication Policy
- 14.23 Debit Card Policy

15. To approve the following new policies:

- 15.1 Biodiversity Policy
- 15.2 Butlers Marston Church Reordering Group Terms of Reference

16. Information exchange

17. Proposal to exclude the public and the press in order to discuss a staff matter (item 18)

18. To consider the following items in relation to the Clerk's pay

- 18.1 To consider increasing the Clerk's payscale – currently SCP 16
- 18.2 To consider providing a home office allowance
- 18.3 To consider contributing to a pension scheme

Date of next meeting – 25th Jul 2024

Signed: 

Parish Clerk

Date: 2nd May 2024