

Aston Clinton Parish Council
01296 631269 parishcouncil@astonclinton.org

You are summoned to attend **the Annual Meeting of the Parish Council** on
Wednesday 20th May 2020 at 6pm at the **Parish Council Virtual Meeting Room**

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. THOSE WISHING TO ATTEND MUST CONTACT THE CLERK BEFORE 1PM ON THE DAY OF THE MEETING FOR LOG ON DETAILS.

AGENDA

20.47 Apologies

20.48 Declarations of Interest: For councillors to declare any personal and/or prejudicial interest in items on the agenda

20.49 Election of the Chairman and Vice Chairman

MOTION: To elect a Chairman for the coming year and receive the Chairman's Declaration of Acceptance of Office

MOTION: To elect a Vice Chairman for the coming year

20.50 To approve the minutes of the last Parish Council meeting

20.51 Public Participation - For members of the public to ask questions and raise any issues on items included on the agenda. Public Participation should be for a period of no longer than 15 minutes, each person shall not speak for more than 5 minutes. This section of the meeting is not required by law to be minuted.

20.52 Council:

- i. Reports from external bodies
- ii. Dates of future meetings

MOTION: to agree a change of Parish Council scheduled meetings to the 3rd Wednesday of the month

- iii. Annual Parish Meeting

MOTION: To consider cancellation of Annual Parish Meeting for the year 2020

20.53 Governance, Committees and Processes

- i. **Standing orders and Code of conduct**

MOTION: To confirm the re-adoption of the 2018 Standing orders and 2014 code of Conduct for the coming year.

- ii. **Financial Regulations**

MOTION: to approve and adopt the Financial Regulations for the coming year, as recommended by the F&S Committee

- iii. **Processes, Policies and Procedures**

MOTION: review and adoption for the coming year

- iv. **Committees & Sub Committees**

MOTION: to agree membership of each Committee

MOTION: Committee Chairman and Vice Chairman to be elected at each Committee meeting

MOTION: Committee terms of reference to be reviewed at each Committee meeting

20.54 Clerk's Report

20.55 Finance and Staff Committee

- i. Income and Expenditure report and balance sheet to end March 2020

MOTION: To note the end of year I&E report and balance sheet

- ii. Month-end Accounts & Budget Status
- iii. S137 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- iv. Community Centre
 - Valuation and invoicing dates

MOTION: to approve a change to the valuation date for the Community Centre main contract to 10th of the month starting from 10th June

- Contract Sum forecast
- Income/Expenditure
- Cash flow/schedule of payments

- v. Any payments to be agreed

MOTION: To approve the payment of outstanding invoices

- vi. Temporary Accommodation EMR

MOTION: to approve recommendation of the F&S Committee, that the committed funds for the temporary accommodation in the amount of £62,490, be recorded on Alpha as earmarked reserves

- iv. Payment of ET invoice prior to receipt of New Homes bonus (NHB) funds

MOTION: to ratify the Parish Council decision to pay Edgar Taylor invoice prior to receipt of NHB drawn down and to move funds from the tracker account to enable this transaction

- v. Asset Register & Risk register

MOTION: to approve the asset register as recommended by the F&S Committee

MOTION: to approve the risk register as recommended by the F&S Committee

- vi. Staff Matters

MOTION: to sign off recommendations of the F&S Committee

20.56 Planning Committee:

- i. Planning Committee report

20.57 Facilities Committee

- i. Reports from the Committee
- ii. Aylesbury Demand Responsive Transport Expression of Interest – for report
- iii. Tennis Club S106 Project Quotes

MOTION: to approve quotes for i) electrical work, ii) basework and iii) fencing

- iv. Request to plant bulbs in the churchyard, park and village

MOTION: to approve planting and locations

- v. Damage to Churchyard Hedge

MOTION: to agree a course of action

- vi. Events
 - Colts Tournament
 - Astonbury

20.58 Community Centre Committee

- i. Reports from the Committee
- ii. Funding options
- iii. Delegated Authority Decisions

20.59 Date of next meeting

Elaine Barry, Parish Clerk, 15/05/20