

Aston Clinton Parish Council  
01296 631269 [parishcouncil@astonclinton.org](mailto:parishcouncil@astonclinton.org)

You are summoned to attend the **Annual Meeting of the Parish Council** on  
Wednesday 8th May 2019 at **7.00pm** at the Aston Clinton Parish Meeting  
Room, London Road, Aston Clinton, HP22 5HL

## **AGENDA**

### **19.045 Apologies**

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

### **19.047 Election of Chairman and Vice Chairman**

**MOTION:** To agree a chairman for the year to May 2020

**MOTION:** To agree a vice chairman for the year to May 2020

### **19.048 To approve the minutes of the Parish Council meeting held on 3rd April 2019**

### **19.049 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.

### **19.050 Council:**

- i. Announcements
- ii. Website

**MOTION:** to agree the contents of the new website and to its launch

- iii. Reports from external bodies

### **19.051 Governance, Committees and Processes**

- i. Governance documents – review and adoption of Standing Orders, Financial Regulations and Code of Conduct
- ii. Committees and Sub-committees – Review
  - Agree committee Chairs
  - Review of memberships
  - Approve Terms of Reference
- iii. Processes, policies and procedures – re-approval
- iv. Land, assets and insurance – review of policies including risk management and asset register
- v. Financial: approval of bank mandate/signatories, direct debits, review of rents (including peppercorn) and tenancies

## **19.052 Clerk's Report**

### **19.053 Finance and Staff Committee**

- i. Month-end report April 2019 and budget status
- ii. VAT situation and Option to Tax offer
- iii. Payments to be agreed

**MOTION:** To approve the payment of outstanding invoices

- iv. Staffing Sub-Committee – Structure

**MOTION:** to approve new staffing structure and job specification

**MOTION:** to delegate initial stages of recruitment to staffing sub-committee

### **19.054 Planning Committee:**

- i. Planning Committee report

### **19.055 Facilities Committee**

- i. Report from the Committee
- ii. Café Lease

**MOTION:** to agree the recommendation to extend the café lease

- iii. Café Rent

**MOTION** to agree the recommended approach to the café's rent during community centre build

- iv. Event Updates and any applications

### **19.056 Community Centre Committee**

- i. Report
- ii. Tender Process Phase – next phase of expenditure

**MOTION:** to agree to trigger the next phase of expenditure for the Tender Process phase

- iii. Temporary Accommodation

**MOTION:** to agree the recommended budget for the temporary accommodation

**MOTION:** to agree the supplier(s) for the Temporary accommodation

### **19.057 Date of next meeting**

*G. Merry,*  
Parish Clerk  
1/5/19

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND ANY MEETINGS**