



# **ASTON CLINTON PARISH COUNCIL**

**Parish Council Office, Aston Clinton Park, London Road HP22 5HL**

**Tel: 01296 631269 Email: [clerk@astonclinton.org](mailto:clerk@astonclinton.org)**

You are hereby summoned to attend the **Annual Meeting** of the **Parish Council** on **Wednesday 18<sup>th</sup> May 2022 at 6.30pm** in the Council Office, Aston Clinton Park, London Road, HP22 5HL

*S Payne* Clerk/RFO 13/05/2022

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND**

## **AGENDA**

- 22.01 To Elect a Chairman**
- 22.02 To Elect a Vice-Chairman**
- 22.03 To Receive the Signed Acceptance of Office from the Chairman & Vice Chairman**
- 22.04 Public Participation (limited to 15 minutes)**

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. Points raised but not on the agenda will not be addressed at this meeting, nor start a debate on the question. The Chairman may direct that a written or oral response is given, or that the item is added to a future agenda as appropriate.
- 22.05 To Receive Apologies for Non-Attendance**
- 22.06 To Receive Declaration of Interests or Request for Dispensations**

To Receive Declarations of Interest or Dispensations Relating to this Meeting. In accordance with Sections 30-33 of the Localism Act 2011 and ACPC's Code of Conduct, councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.
- 22.07 To Receive & Approve the Minutes of the Extraordinary Council Meetings held on 22<sup>nd</sup> March, 1<sup>st</sup> April & 27<sup>th</sup> April 2022 and the Council Meeting held on 20<sup>th</sup> April 2022**
- 22.08 To Agree the Membership, Terms of Reference and Appoint a Chair for the Following Standing Committees**
  - a. Facilities Committee
  - b. Finance & Staffing Committee
  - c. Planning Committee
- 22.09 To Agree the Membership and Terms of Reference for the Following Committees**
  - a. Community Centre Committee.
- 22.10 To Appoint Council's Representatives on Outside Bodies**
  - a. Wendover & Villages Community Board
  - b. Bucks Parish Liaison Group
  - c. Bucks & Milton Keynes Association of Local Councils
  - d. Arla & Olleco Liaison Group
  - e. Aston Clinton Youth Club
- 22.11 To Review Member's Register of Interests**
- 22.12 To Appoint the Clerk as Council's Responsible Financial Officer**
- 22.13 Council**
  - i. To receive reports from external bodies.
  - ii. To review arrangements for the Annual Parish Meeting on 24<sup>th</sup> May 2022.
  - iii. To consider Operation London Bridge arrangements.

#### **22.14 Finance & Staffing**

- i. To receive the draft minutes of the Finance & Staffing Committee held on 9<sup>th</sup> May 2022 and consider the recommendations:
  - a. To resolve to adopt the updated Risk Management Register
  - b. To resolve to adopt the updated Financial Regulations
  - c. To resolve to approve the Asset Register at 31<sup>st</sup> March 2022
  - d. To resolve to increase the Clerk's pay scale by one increment point following the completion of six months in post.
- ii. To approve the annual accounts for the year ending 31<sup>st</sup> March 2022.
- iii. To note the internal auditor's report and observations.
- iv. To approve the Annual Governance & Accountability Return's Section 1: Council's Annual Governance Statement for 2021/22.
- v. To approve the Annual Governance & Accountability Return's Section 2: Council's Accounting Statements for the year ending 31<sup>st</sup> March 2022.
- vi. To note the period during which interested persons may inspect the accounts will run from Monday 13<sup>th</sup> June until Friday 22<sup>nd</sup> July 2022.
- vii. To note the current direct debits and standing orders from Council's bank accounts.
- viii. To consider a grant application for £1,440 from Buckland and Aston Clinton Cricket Club
- iv. To approve payments.

#### **22.15 Facilities**

- i. To receive the draft minutes of the Facilities Committee meeting held on 27<sup>th</sup> April 2022 and consider their recommendations.
- ii. To consider options for offering local groups concessionary terms when hiring rooms in the Red Kite Pavilion.
- iii. To receive an update on the CCTV extension in the park.
- iv. To receive an update on the RKP snags.

#### **22.16 Events**

- i. To receive an update on arrangements for the Queens's Platinum Jubilee Party.

#### **22.17 Planning Committee**

- i. To receive the minutes of the Planning Committee meetings held on 13<sup>th</sup> April and draft minutes of the meeting held on 4<sup>th</sup> May 2022 and consider their recommendations.