



# Kingsclere Parish Council

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13<sup>th</sup> May 2024

**SUMMONS** issued under LGA 1972, Sch 12 para 10(2)

A Meeting of Kingsclere Parish Council will be held on **Monday 20<sup>th</sup> May at 7:30pm at The Main Hall, The Village Club**, at which your attendance is required.

Signature

- Clerk to the Councillors

## Agenda of the Annual Meeting of Kingsclere Parish Council

1. **Election of Chairman**
  - 1.1. Election of Chairman
  - 1.2. To receive the Chairman's Declaration of Acceptance of Office
2. **Election of Vice Chairman**
  - 2.1. Election of Vice Chairman
  - 2.2. To receive the Vice Chairmans Declaration of Acceptance of Office
3. **To receive and accept Members Apologies**
4. **To receive Apologies** from Borough Cllrs, County Cllr. and Members of the Public.
5. **Declarations of Interest** on Agenda items
6. **To Appoint / Confirm Representatives:**
  - 6.1. Hampshire Paths Partnership Co-ordinator
  - 6.2. Parish Tree Wardens
7. **To Appoint / Confirm Councils nominated Trustees to Kingsclere Charities:**
8. **Councillor Responsibilities:**
  - 8.1. HALC (Chairman)
  - 8.2. BDAPC (Chairman)
  - 8.3. Allotments
  - 8.4. Cemetery
  - 8.5. The Dell Recreation Ground & Play Area
  - 8.6. The Holding Field
  - 8.7. Malthouse Open Space
  - 8.8. B&D Play Areas – Long Meadow; Longcroft Road; Strokins Road
  - 8.9. Community Orchard
  - 8.10. Safety Officer
  - 8.11. Community Engagement and Media
  - 8.12. Financial (Audit checks of Payments and Receipts)
  - 8.13. Neighbourhood Plan
  - 8.14. Environment and Recycling (discuss introduction of Biodiversity here)
9. **To Review Delegation Arrangements to Committees, Sub-Committees and Staff**
10. **To Review the Terms of Reference for Committees**
  - 10.1. [Finance and Establishment](#) Committee (FE)
  - 10.2. [General Purposes Committee](#) (GP)
  - 10.3. [Planning Panel](#)
  - 10.4. [Personnel Procedure and Policy](#) Committee (PPP)

**Distribution: Cllrs:** D Conquest; S Gaines; H Jonas; C Mussett; N Peach; and R Peach.

**Borough Cllrs:** M Bound; D Conquest; K Morrow and County Cllr: T Thacker.

**Copies to:** Police Liaison; Newbury News; Noticeboard; Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).

11. **To Appoint Members to Council Committees:**
  - 11.1. Members of the Finance & Establishment Committee
  - 11.2. Members of the General Purposes Committee
  - 11.3. Members of the Planning Panel
  - 11.4. Members of the Personnel, Procedure and Policy Committee
12. **Adoption of Standing Orders and Financial Regulations**
  - 12.1. [Standing Orders](#) – reviewed and recommended by PPP April 24
  - 12.2. [Financial Regulations](#) – reviewed and recommended by FE April 2024
13. **Adoption of the Local Authority’s [Code of Conduct Dated May 2022](#)** – reviewed PPP and OM April 2024
14. **Adoption of [Internal Audit Terms of Reference](#)** – reviewed by FE
15. **Adoption of Council’s [Grants Policy](#)** – reviewed and amended now recommended by PPP and FE April 24
16. **Adoption of the Councils [Reserves Policy](#)** – reviewed and recommended by FE April 24
17. **Adoption of the Councils [Investment Policy](#)** – reviewed and recommended by FE April 2024
18. **Adoption of Inventory of Land and Other Assets Including Buildings and Office Equipment**
  - 18.1. [Asset Register](#) – reviewed and recommended by FE April 2024
19. **Adoption of the Scheme of [Delegation to Proper Officers](#)** – reviewed by
20. **Confirmation of Arrangements for Insurance Cover in Respect of All Insurable Risks**
21. **Review and Approval of the [Council’s and Staff Subscriptions to Other Bodies](#)**
22. **Review and Approval of [Regular Direct and Auto Contract Payments](#)**
23. **Review of the Councils Expenditure Incurred Under S.137 of the Local Government Act 1972**
24. **Adoption of the Council’s [Complaint Procedure](#)** – reviewed by PPP revised, changes approved at OM
25. **Adoption of the Council’s Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation**
  - 25.1. [Data Retention Policy](#) – reviewed and recommended by PPP April 2024
  - 25.2. [Data Protection Policy](#) - reviewed and recommended by PPP April 2024
  - 25.3. [Freedom of Information Policy](#) - reviewed by PPP follow up checked by OM April 24
26. **Review and adoption of the Council’s [Policy for Dealing with the Press / Media](#)** reviewed and recommended by PPP April 2024
27. **Adoption of the Councils Employment Policies and Procedures**
  - 27.1. [Disciplinary Policy](#) – reviewed and recommended by PPP April 2024
  - 27.2. [Equality Diversity and Inclusion Policy](#) – reviewed and recommended by PPP April 2024
  - 27.3. [Grievance Policy](#) - reviewed and recommended by PPP April 24
28. **Adoption of the Councils Privacy Notices**
  - 28.1. [General](#) – reviewed and recommended by PPP April 2024
  - 28.2. [Staff, Councillors and Role Holders](#) - reviewed and recommended by PPP April 2024
29. **Review and adoption of the [Allotment Allocation Policy](#)** to be reviewed this meeting
30. **Administration** – to confirm Dates of [Council Meetings](#) for 2024 – 2025