



# H A D D E N H A M

Parish Council

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## **NOTICE OF ANNUAL PARISH COUNCIL MEETING**

Monday 17<sup>th</sup> May 2021, 7.30pm  
Haddenham Village Hall

**Members:** Cllrs Mr. Brown, Ms. Garrett, Mr. Hoare, Mr. Kidby, Mr. O'Hanlon, Ms. Poole, Mr. Sharp, Mr. Smith, Mr. Thawley, Mr. Truesdale (Chair), and Mr. Wheeler.

### **To all Parish Councillors:**

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE MEETING.

**The press and members of the public are invited to attend.**

**PLEASE READ ATTENDANCE GUIDANCE ATTACHED**

## **AGENDA**

**PC22 1 ELECTION OF THE CHAIR OF THE COUNCIL**

**PC22 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL**

**PC22 3 ACCEPTANCE OF OFFICE**

- (i) To receive the signed Acceptance of Office forms for all newly elected Councillors.
- (ii) To receive the signed Acceptance of Office form from the newly elected Chair of the Council.

**PC22 4 APOLOGIES**

To receive any apologies for absence.

**PC22 5 DECLARATIONS OF INTEREST**

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

### **Public Participation**

15 minutes will be set aside to receive representations from members of the public.

**PC22 6 MINUTES**

To agree and sign the minutes of the Parish Council meeting held on 26<sup>th</sup> April 2021.

**PC22 7 COUNCIL COMMITTEES**

- (i) To confirm the Standing Committees of the Council.
- (ii) To agree the Terms of Reference for each Standing Committee.
- (iii) To appoint members to the Standing committees.

- (iv) To appoint a Chair for each Committee.
- (v) To confirm the Members of the Sub-Committees of the Council

#### **PC22 8 REPRESENTATIVES TO OUTSIDE BODIES**

To appoint the Council's representatives to Outside Bodies:

- (i) Banks Park Recreation Ground Charity
- (ii) Haddenham Educational Charity
- (iii) Playing Field Management Committee
- (iv) Sports and Social Club Committee
- (v) Haddenham Youth and Community Centre (if needed during winding up)
- (vi) Bucks and Milton Keynes Association of Local Councils
- (vii) Aylesbury Vale Association of Local Councils
- (viii) Haddenham and Waddesdon Community Board
- (ix) Scout & Guide Association Trustee
- (x) Fete Committee

#### **PC22 9 POLICIES AND PROCEDURES**

- (i) To review and adopt the Council's Standing Orders.
- (ii) To review and adopt the Council's Financial Regulations.
- (iii) To review the Council's complaints procedure.
- (iv) To review the Council's employment policies and procedures:
  - a. Training Policy
  - b. Anti-harassment and Bullying Policy
  - c. Equality and Diversity Policy
  - d. Disciplinary Policy
  - e. Grievance Policy
  - f. Sick Pay Policy
  - g. Travel and Expense Policy
  - h. Lone Working policy
- (v) To review the Council's policy for dealing with the press/media.
- (vi) To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

#### **PC22 10 SIGNATORIES**

To agree the signatories for council payments.

#### **PC22 11 LAND AND ASSETS**

- (i) To review the Parish Council's assets including buildings and equipment.
- (ii) To confirm insurance cover is in place for all insurable risk.

#### **PC22 12 REVIEW OF EXTERNAL ARRANGEMENTS**

To review the Council's arrangements with external organisations, including legal agreements.

#### **PC22 13 SUBSCRIPTIONS**

To review the Council's subscriptions to outside bodies (cost estimates based on prior year):

- (i) Bucks Association of Local Councils (including LCR magazine) £907.39
- (ii) Get Mapping - Parish Online £80
- (iii) Society of Local Council Clerks (on behalf of the Clerks) total £600

- (iv) Aylesbury Vale Association of Local Councils £20
- (v) Community Impact Bucks £60 to be paid in two instalments of £30
- (vi) Zoom Business Account £120
- (vii) Survey Monkey Advantage Annual Plan - £288

**PC22 14 NEW COUNCIL TEAM BUILDING**

To consider arranging a training & team building day.

**PC22 15 GENERAL POWER OF COMPETENCE**

To confirm whether the Council meets the eligibility criteria for the General Power of Competence.

**PC22 16 SCHEDULE OF MEETINGS**

To agree the dates for the Council's meetings for 2021-22.

**PC22 17 CONFIDENTIAL ITEMS**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council may resolve to exclude members of the public for the following agenda items on the grounds that publicity may be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**CLOSURE OF THE MEETING**



Mrs Sue Gilbert  
Clerk to Haddenham Parish Council

Date: 11<sup>th</sup> May 2021

## PROCEDURES FOR ATTENDING PARISH COUNCIL MEETINGS WITH COVID-19 RESTRICTIONS IN PLACE

The Parish Council is required by law to hold a meeting to ratify the results of the election and for that meeting to be open to members of the public to attend. However, as COVID-19 restrictions are still in place, we would encourage members of the public not to attend in person, but to submit questions or raise concerns in writing in advance of the meeting and receive a response after the meeting.

The agenda for the meeting has been kept deliberately short and limited to the essential business conducted at the annual meeting only.

We look forward to resuming in person meetings and welcoming residents back as soon as COVID-19 restrictions have been lifted.

1. If you have any of the following symptoms of COVID-19 **DO NOT** attend the meeting and self-isolate:
  - a. New persistent cough
  - b. High temperature
  - c. Loss of taste and / or smell
2. The meeting will be held in Haddenham Village Main Hall to allow maximum space possible.
3. All attendees must wear a face mask or shield (unless medically exempt) when in the building and for the duration of the meeting.
4. Hand sanitizer will be provided for use on entry.
5. Fire exit doors and entrance doors will be left open for ventilation for the duration of the meeting so dress appropriately.
6. Councillors will be seated at individual tables.
7. Seating for members of the public will be separated by 2m.
8. On arrival Councillors must go straight to their designated table and members of the public to a chair
9. Contact details of all members of the public attending will be taken on arrival and retained for 21 days to allow for contact tracing. The Village Hall has an NHS QR code that should also be scanned by attendees.
10. There must be no mingling on arrival or departure.

Haddenham Parish Council  
11<sup>th</sup> May 2021