



## **H A D D E N H A M** P a r i s h C o u n c i l

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

Monday 13<sup>th</sup> May 2024, 7.30pm  
Conference Room, Haddenham Village Hall and via Zoom

**Members:** Cllr. Brown, Cllr. Desmier, Cllr. Garrett, Cllr. Hoare, Cllr. Kidby, Cllr. Monger, Cllr. Poole, Cllr. Smith, Cllr. Thawley, Cllr. Truesdale (Chair), and Cllr. Wheeler.

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

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE MEETING IN PERSON.

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

To join the meeting via Zoom please follow the link below. Registered electors of the village wishing to join the meeting remotely can obtain a password for the meeting by emailing the Parish Clerk up until 5pm on the day of the meeting.

[ZOOM LINK](#)

### **AGENDA**

**PC25 1 ELECTION OF THE CHAIR OF THE COUNCIL**

**PC25 2 ELECTION OF THE VICE-CHAIR OF THE COUNCIL**

**PC25 3 ACCEPTANCE OF OFFICE**

To receive the signed Acceptance of Office from the Chair.

**PC25 4 APOLOGIES**

To receive any apologies for absence.

**PC25 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.  
A maximum of 3 minutes will be allocated to each individual speaker.

**PC25 6 MINUTES**

To agree and sign the minutes of the Parish Council meeting held on 8<sup>th</sup> April 2024.

**PC25 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 Standing Committee.
- (v) To confirm the Members of the Sub-Committees of the Council.
- (vi) To confirm the Scheme of Delegation for the Council.

#### **PC25 8 REPRESENTATIVES TO OUTSIDE BODIES**

To appoint the Council's representatives to the following Outside Bodies:

- (i) Banks Park Recreation Ground Charity
- (ii) Haddenham Educational Charity
- (iii) Bucks and Milton Keynes Association of Local Councils
- (iv) Haddenham and Waddesdon Community Board
- (v) Haddenham Safe Walking and Cycling Group
- (vi) Scout & Guide Association Trustee
- (vii) Fete Committee
- (viii) Haddenham Beer Festival Trust
- (ix) Haddenham Sports and Social Club – The Whistler

#### **PC25 9 POLICIES AND PROCEDURES**

- (i) To review and agree any amendments to the Parish Council's Standing Orders.
- (ii) To consider adopting updated Finance Regulations based on the new NALC template.

#### **PC25 10 SIGNATORIES**

To agree the signatories for the Council's bank and savings accounts.

#### **PC25 11 DIRECT DEBITS AND STANDING ORDERS**

To review the Council's direct debits and standing orders.

#### **PC25 12 REVIEW OF EXTERNAL ARRANGEMENTS**

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

#### **PC25 13 RISK ASSESSMENT**

To review the Council's Risk Assessment.

#### **PC25 14 SUBSCRIPTIONS**

To review the Council's subscriptions to outside bodies:

- (i) Bucks and Milton Keynes Association of Local Councils including the National Association of Local Councils
- (ii) Get Mapping - Parish Online
- (iii) Society of Local Council Clerks
- (iv) Community Impact Bucks
- (v) Zoom Business Account
- (vi) Rialtas Business Solutions Omega
- (vii) Microshade VSM
- (viii) Canva Pro
- (ix) Planning Resource Magazine
- (ii) To consider the option of extending the BMKALC Employee Assistance Programme to long term contractors and Councillors at a cost of £8.10 per person per annum.

**PC25 15 REPORT FROM BUCKINGHAMSHIRE COUNCIL**

To receive reports from the local Buckinghamshire Council Members.

**PC25 16 REPORT FROM THAMES VALLEY POLICE**

To receive a report from the Neighbourhood Policing Team.

**PC25 17 REPORTS FROM OUTSIDE BODIES**

- (i) To receive a report from Haddenham and Waddesdon Community Board.
- (ii) To receive a report from the BMKALC Parish Liaison meeting held on 24<sup>th</sup> April.
- (iii) To receive a report from Haddenham Community Library.
- (iv) To receive a report from Haddenham Village Hall.
- (v) To receive a report from Banks Park Recreation Ground Charity.
- (vi) To receive a report from Haddenham Educational Charity.
- (vii) To receive a report from Haddenham Safe Walking and Cycling Group.
- (viii) To receive a report from Haddenham Fete Committee.
- (ix) To receive a report from Haddenham Beer Festival Trust.
- (x) To receive a report from Haddenham Sports and Social Club – The Whistler

**PC25 18 PLANNING COMMITTEE**

- (i) To note the minutes of the meetings held on 8<sup>th</sup> April 2024 and 29<sup>th</sup> April 2024.
- (ii) To receive an update from the Chair.

**PC25 19 FINANCE AND GENERAL PURPOSES COMMITTEE**

- (i) To note receipt of the first precept payment.
- (ii) To received and approve the accounts for year ending 31<sup>st</sup> March 2024.
- (iii) To receive the Internal Audit report for year ending 31<sup>st</sup> March 2024
- (iv) To note the updates to the asset register made to 31<sup>st</sup> March 2024.
- (v) To approve the Annual Governance Statement for year ending 31<sup>st</sup> March 2024.
- (vi) To approve the Annual Accounting Statement for year ending 31<sup>st</sup> March 2024.
- (vii) To note that the period for the exercise of public rights will run from 3<sup>rd</sup> June to 12<sup>th</sup> July 2024.
- (viii) To receive an update from the Chair.

**PC25 20 PERSONNEL COMMITTEE**

To consider the expansion of the Employee Assistance Programme to include Councillors and Contractors and associated additional cost.

**PC25 21 FACILITIES COMMITTEE**

- (i) To receive an update from the Chair.
- (ii) To consider the safer pavements project proposal from Cllr. Smith.

**PC25 22 CLIMATE EMERGENCY COMMITTEE**

- (i) To note the minutes of the meeting held on 29<sup>th</sup> April 2024
- (ii) To receive an update from the Chair.

**PC25 23 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

**PC25 24 SCHEDULE OF MEETINGS**

To agree the dates for the Council's meetings for 2024-25.

**PC25 25 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 an agenda item on the grounds that publicity may be prejudicial to the public interest or because of the confidential nature of the business to be transacted.

**CLOSURE OF THE MEETING**

A handwritten signature in black ink that reads "Sue Gilbert". The script is cursive and fluid.

Mrs Sue Gilbert  
Clerk to Haddenham Parish Council

Date: 7<sup>th</sup> May 2024