



Kingsclere Parish Council

Clerk: Ms Ackrill

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37 George Street, Kingsclere, Newbury Berks, RG20 5NH

www.kingsclere-pc.org.uk

16th May 2023

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

A Meeting of Kingsclere Parish Council will be held on **Monday 22nd May 2023 at 7:30pm at The Main Hall, The Village Club**, at which your attendance is required.

Signature

Ms. Ackrill - Clerk to the Council

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. **Apologies**
4. **Declarations of Interest** on Agenda items
5. **To Appoint / Confirm Representatives:**
 - 5.1. Hampshire Paths Partnership Co-ordinator
 - 5.2. Parish Tree Wardens
6. **To Appoint / Confirm Trustees:**
 - 6.1. KPC's Nominated Kingsclere Charities Representatives:
7. **Councillor Responsibilities:**
 - 7.1. HALC (Chairman)
 - 7.2. BDAPC (Chairman)
 - 7.3. Allotments
 - 7.4. Cemetery
 - 7.5. The Dell Recreation Ground & Play Area
 - 7.6. The Holding Field
 - 7.7. Malthouse Open Space
 - 7.8. B&D Play Areas – Long Meadow; Longcroft Road; Stokins Road
 - 7.9. Neighbourhood Plan
 - 7.10. Community Orchard
 - 7.11. Safety Officer
 - 7.12. Community Engagement and Media
 - 7.13. Financial Risk Management (Audit checks of Payments and Receipts)
8. **To Review Delegation Arrangements to Committees, Sub-Committees and Staff**
9. **To Review the Terms of Reference for Committees**
 - 9.1. [Finance and Establishment Committee](#) (FE)
 - 9.2. [General Purposes Committee](#) (GP)
 - 9.3. [Planning Panel](#)
 - 9.4. [Personnel Procedure and Policy Committee](#) (PPP)

Distribution: Cllrs: D Conquest; S Gaines; C Mussett; N Peach; and R Peach;

Borough Cllrs: M Bound; K Morrow; K Rhatigan. **County Cllr:** T Thacker.

Copies to: Police Liaison; Newbury News; Noticeboard; Website: www.kingsclere-pc.org.uk.

- 10. To Appoint Committees and Sub-Committees:**
 - 10.1. Members of the Finance & Establishment Committee
 - 10.2. Members of the General Purposes Committee
 - 10.3. Members of the Planning Panel
 - 10.4. Members of the Personnel, Procedure and Policy Committee
- 11. Review and Adoption of Standing Orders and Financial Regulations**
 - 11.1. [Standing Orders](#)
 - 11.2. [Financial Regulations](#)
- 12. Review of the Council's [Grants Policy](#)**
- 13. Review of the Council's [Reserves Policy](#)**
- 14. Review of the Council's [Investment Policy](#)**
- 15. Review of [Regular Direct/Auto Contract Payments](#)**
- 16. Review of Inventory of Land and Other Assets Including Buildings and Office Equipment**
 - 16.1. [Asset Register](#)
- 17. Review [Scheme of Delegation to Proper Officers](#)**
- 18. Confirmation of Arrangements for Insurance Cover in Respect of All Insurable Risks – on Full Council Meeting following this Annual Meeting**
- 19. Review the Councils [Health and Safety Policy](#)**
- 20. Review of the Council's and [Staff Subscriptions to Other Bodies](#)**
- 21. Review of the Councils Expenditure Incurred Under S.137 of the Local Government Act 1972**
- 22. Review of the Council's [Complaints Procedure](#)**
- 23. Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation**
 - 23.1. [Data Retention Policy](#)
 - 23.2. [Data Protection Policy](#)
 - 23.3. [Freedom of Information Policy](#)
- 24. Review of the Council's [Policy for Dealing with the Press / Media](#)**
- 25. Review of the Councils Employment Policies and Procedures**
 - 25.1. [Disciplinary Policy](#)
 - 25.2. [Equality Diversity and Inclusion Policy](#)
 - 25.3. [Grievance Policy](#)
- 26. Review of Councils Privacy Notices**
 - 26.1. [General](#)
 - 26.2. [Staff, Councillors and Role Holders](#)
- 27. Review of [Allotment Allocation Policy](#)**
- 28. Administration – to confirm [Schedule of Meetings 2023 – 2024](#)**