



## Kingsclere Parish Council

Clerk: Mrs Ackrill

Tel: 01635 298634

Email: [clerk@kingsclere-pc.org.uk](mailto:clerk@kingsclere-pc.org.uk)

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

VAT Reg No. 724 3603 55

[www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk)

24<sup>th</sup> May 2022

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

A Meeting of Kingsclere Parish Council will be held on **Monday 30<sup>th</sup> May 2022 at 7:30pm at The Main Hall, The Village Club**, at which your attendance is required.

Signature

*Mrs. Ackrill* - Clerk to the Council

### Agenda of the Annual Meeting of Kingsclere Parish Council

1. **To Elect a Chairman of the Council**
  - 1.1. To receive the Chairman's Declaration of Acceptance of Office
2. **Apologies**
3. **Declarations of interest**
4. **To Elect a Vice-Chairman of the Council**
  - 4.1. To receive the Vice-Chairman's Declaration of Acceptance of Office
5. **To Appoint / Confirm Representatives:**
  - 5.1. Hampshire Paths Partnership Co-ordinator
  - 5.2. Parish Tree Wardens
  - 5.3. Transport Representative
6. **To Appoint / Confirm Trustees:**
  - 6.1. Kingsclere Charities
7. **Councillor Responsibilities:**
  - 7.1. Police Liaison
  - 7.2. Business Liaison
  - 7.3. Kingsclere Community Association
  - 7.4. Kingsclere Primary School
  - 7.5. The Clere School and Park House School
  - 7.6. St. Marys PCC
  - 7.7. Recycling & Environment
  - 7.8. HALC (Chairman)
  - 7.9. BDAPC (Chairman)
  - 7.10. Allotments
  - 7.11. Cemetery
  - 7.12. The Dell Recreation Ground & Play Area
  - 7.13. The Holding Field
  - 7.14. Malthouse Open Space
  - 7.15. Basingstoke and Deane Play Areas – Long Meadow; Longcroft Road; Stokins Road
  - 7.16. Community Orchard
8. **To Review Delegation Arrangements to Committees, Sub-Committees and Staff**
9. **To Review the Terms of Reference for Committees**
  - 9.1. [Terms of Reference for the Employment Panel](#)
  - 9.2. [Terms of Reference for the Finance & Establishment Committee](#)
  - 9.3. [Terms of Reference for the General Purposes Committee](#)
  - 9.4. [Terms of Reference for the Planning Panel](#)

**Distribution: Cllrs:** S Adams; I Bowes; D Conquest; S Jones; M Farey; C Mussett; N Peach; R Peach; and J Sawyer.

**Borough Cllrs:** S Frost; K Morrow; K Rhatigan. **County Cllr:** T Thacker.

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

10. **To Appoint Committees and Sub-Committees:**
  - 10.1. Members of the Employment Panel
  - 10.2. Members of the Finance & Establishment Committee
  - 10.3. Members of the General Purposes Committee
  - 10.4. Members of the Planning Panel
11. **Review and Adoption of [Standing Orders](#) and [Financial Regulations](#)**
12. **Review of Inventory of Land and Other Assets Including Buildings and Office Equipment**
13. **Confirmation of Arrangements for Insurance Cover in Respect of All Insurable Risks**
14. **Review of the [Council's and Staff Subscriptions to Other Bodies](#)**
15. **Review of the [Council's Complaint Procedure](#)**
16. **Review of the Council's Policies, Procedures, and Practices in Respect of its Obligations Under the Freedom of Information and Data Protection Legislation**
  - 16.1. [Data Protection Policy](#)
  - 16.2. [Data Retention Policy](#)
  - 16.3. [Freedom of Information Act Scheme Document](#)
17. **Review of the [Council's Policy for Dealing with the Press / Media](#)**
18. **Review of the [Council's Health and Safety Policy](#)**
19. **Review of the Councils Employment Policies and Procedures**
  - 19.1. [Disciplinary Policy](#)
  - 19.2. [Equality and Diversity Policy](#)
  - 19.3. [Grievance Policy](#)
20. **Review of the Councils Expenditure Incurred Under S.137 of the Local Government Act 1972**
21. **Administration – to confirm the [dates of meetings for 2022 – 2023](#)**