



All Members of Stanton under Bardon Parish Council are hereby summoned to attend the Annual Parish Council Meeting on **Wednesday 1st May 2024** starting at **7:00pm** at Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE for the purpose of transacting the business shown below:

PUBLIC PARTICIPATION

Members of the public may make representations, give evidence, or answer questions in respect of any matters included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public an opportunity to raise other matters of public interest.

Updates from Borough Councillors Clare Harris and Chris Lambert

Updates from County Councillor Peter Bedford

AGENDA

1. ELECTION OF CHAIRMAN

- a. To receive nominations and to elect the position of Chairman for 2024-2025

2. APOLOGIES

- a. To receive apologies for absence and to consider whether to approve the reasons given

3. DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

- a. To receive declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda

4. ELECTION OF VICE CHAIRMAN

- a. To receive nominations and to elect the position of Vice Chairman

5. PREVIOUS MINUTES

- a. To consider the adoption of the draft minutes from the Parish Council Meeting held on 3rd April 2024

6. REVIEW OF COUNCIL REPRESENTATION ON EXTERNAL BODIES

- a. To receive nominations and election of member(s) to Bagworth, Thornton and Stanton Neighbourhood Planning Group

7. SCHEDULE OF PARISH COUNCIL MEETINGS

- a. To note the schedule of Parish Council meetings for 2024/2025

8. AUDIT 2023-2024

- a. To receive and approve the End of Year Bank Reconciliation for Financial Year 2023-24
- b. To approve and accept the Internal Auditor's Report for Financial Year 2023-24
- c. To approve the Annual Governance Statement for Financial Year 2023-24
- d. To approve the Accounting Statement for Financial Year 2023-24
- e. To note the Explanation of Variances for Financial Year 2023-24
- f. To note the Breakdown of Reserves held Financial Year 2023-24
- g. To note the appointment of date for the examination of elector's rights

9. CLERKS REPORT

- a. To receive updates from the Clerk relevant to the Parish Council activities

10. PARISH CLERK REQUESTS

- a. To consider the Clerk undertaking FiLCA training at a cost of £120+VAT
- b. To consider the Clerk joining SLCC as a member at an annual pro rata cost of £97

11. COUNCIL FINANCE

- a. To review and receive the budget monitoring statement for the end of Q4 for financial year 2023-24
- b. To approve payments scheduled for May 2024 including the payment of wages for May 2024
- c. To review and approve the financial statement for April 2024
- d. To review and approve bank statements and bank reconciliations for May 2024

12. GOV.UK DOMAIN

- a. To consider a proposal to change the Parish Council's domain name to www.stantonunderbardonpc.gov.uk and the provision of council email addresses.
- b. To consider quotes from an approved registrar list to register the new domain name

13. SCHEME OF DELEGATION

- a. To review and approve the draft scheme of delegation for Stanton under Bardon Parish Council to give delegated powers to the Clerk (*Section 101 of the Local Government Act 1972*)

14. RE-ADOPTION OF COUNCIL POLICIES AND PROCEDURES

- a. To review and approve the following policies:
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Financial Risk Assessment
 - Annual Leave Policy
 - Co-option Policy and Form
 - Complaints Procedure
 - Data Breach Policy
 - Data Protection Privacy Policy
 - Data Subject Request Policy and Subject Access Request Form
 - Disciplinary and Grievance Policy and Procedure
 - Equality and Diversity Policy
 - Filming at Parish Council Meetings Policy
 - Freedom of Information Policy
 - General Privacy Notice
 - Health and Safety Policy
 - Internal Financial Control Policy
 - Procurement Policy
 - Record Management and Retention of Documents Policy
 - Risk Management Scheme
 - Sickness Absence Policy

- b. To approve and adopt the following draft policies:
 - Training and Development Policy
 - Planning Policy

15. RENEWAL OF COUNCIL INSURANCE

- a. To review and consider the quotation for the Parish Council's 3 year insurance policy for 2024 – 25

16. COMMUNITY PROJECTS & VILLAGE HALL

- a. To discuss purchasing a flagpole for Stanton under Bardon village (Highways Act 1980, s144)
- b. To discuss ideas for the design of Stanton under Bardon village sign
- c. To consider quotations for Public Spaces Protection Order Signs
- d. To consider upgrading Scribe accountancy software to include bookings for the Village Hall


17. PLANNING

- a. To consider any planning application presented following the publication of the agenda

18. PROPOSAL OF CLOSED SESSION

- a. In accordance with the Public Bodies (Admission to Meetings) Act 1960 s(10) paragraph 2, to consider excluding the public and press for the following items for the reason that matters appertain to staff employment and Council contracts that are of a confidential nature
 - i. To update and discuss the ongoing role of volunteers
 - ii. To consider and discuss new job roles and responsibilities
 - iii. To discuss the merging of existing Council contract services

Members of the Public are welcome to attend the meeting, to ask questions and to comment on items within this agenda with the consent of the Chairman. In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others. You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address, allowing 5 clear days of the meeting date.

Signed: 

Dated: 26th April 2024

Stanton under Bardon Parish Clerk, Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE