



**Stanton under Bardon Parish Council**

All Members of Stanton under Bardon Parish Council are hereby summoned to attend the Parish Council meeting to be held on **Wednesday 7<sup>th</sup> June 2023** starting at 7:00pm in the Meeting Room, 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**

To receive questions and comments from the public

**1. APOLOGIES**

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

**2. 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

**3. PREVIOUS MINUTES**

- a. To approve the adoption of draft minutes from the Parish Council Meeting held on 17<sup>th</sup> May 2023

**4. PARISH COUNCILLOR VACANCY**

- a. To consider the co-option of candidates to fill vacancy of Parish Councillor for Stanton under Bardon

**5. BOROUGH AND COUNTY COUNCILLOR REPORTS**

- a. To note report from Borough Councillors Clare Harris and Chris Lambert
- b. To note report from County Councillor Peter Bedford

**6. CLERKS REPORT**

- a. To receive the bank statements for May 2023
- b. To consider adopting bank reconciliations for May 2023
- c. To consider the draft payment list for May 2023

**7. ADOPTION OF STATUTORY DOCUMENTS**

- a. To consider the adoption of the Standing Orders
- b. To consider the adoption of the Financial Regulations
- c. To consider the adoption of the Council's Financial Risk Assessment
- d. To consider the adoption of the Council's Code of Conduct
- e. To consider the adoption of the Asset Register for 2023-2024

**8. ADOPTION OF NEW COUNCIL POLICIES**

- a. To consider adopting the draft health and safety policy
- b. To consider adopting the draft data protection policy

- c. To consider adopting the draft data breach policy
- d. To consider adopting the draft general privacy notice for the public and residents
- e. To consider adopting the draft privacy notice for staff and Councillors
- f. To consider adopting the draft Equality and Diversity Policy
- g. To consider adopting the draft Record Management and Retention of Documents Policy
- h. To consider adopting the draft Freedom of Information Policy
- i. To consider adopting the draft model publication scheme
- j. To consider adopting the draft subject access request policy and associated request form
- k. To consider adopting the draft dispensation procedure and request form
- l. To consider reviewing all non-statutory policies every 3 years

#### 9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

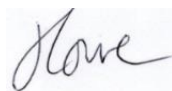
- a. To consider approving and agreeing to sign the Annual Governance Statement for financial year 2022-2023
- b. To consider approving and agreeing to sign the Accounting Statement for financial year 2022-2023
- c. To note the Annual Internal Audit Report for the Annual Governance and Accountability Return 2022-2023
- d. To consider approving the bank reconciliation for the Annual Governance and Accountability Return 2022-2023
- e. To consider approving the explanation of variances for the Annual Governance and Accountability Return 2022-2023
- f. To note the dates for the notice of public rights and publication of the Annual Governance and Accountability Return of 5th June 2022 to 14th July 2023

#### 10. PLANNING

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

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: 27/05/2023

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