

# AGENDA – JPC ANNUAL PARISH MEETING



179 High Street, Henley in Arden, B95 5BA

**All Parish Council Meetings are open to the Public and Press**

**To All Members of the Beaudesert & Henley in Arden JPC**

Dear Councillor,

You are summoned to a meeting of your Joint Parish Council, online on **Tuesday 4<sup>th</sup> of May at 7.00pm**. The meeting will consider the items set out in the below Agenda.

Please note due to the current HM Government's measures for Covid-19, the Parish Council will meet virtually via Zoom. (The conditions are that the member in remote attendance is able at that time to hear, and where practicable see, and be so heard and, where practicable, be seen by all in attendance at the meeting.)

## Join Zoom Meeting

<https://us02web.zoom.us/j/88102587571?pwd=dFY0MC9xZjFIRUpsTEJscGJTRXlxZz09>

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting [clerk@henley-in-arden-pc.gov](mailto:clerk@henley-in-arden-pc.gov). or **07990 515 305**.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Beaudesert & Henley to ask questions of, and make comments, regarding the Joint Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. Film, photograph or make an audio recording of a meeting.

- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the

Clerk: [clerk@henley-in-arden-pc.gov](mailto:clerk@henley-in-arden-pc.gov). or 07990 515 305.

Signed: Parish Clerk/Responsible Finance Officer - Ray Evans – **Monday 26<sup>th</sup> of March 2021**.

### **7.00pm Public Question Time**

This section (at the Chair's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and no decisions will be made. It may be regarded as a forum for open discussion after which, members of the public will not have any further opportunities to speak. Limited minutes may be recorded if there is need for such to form a matter for inclusion on a future agenda.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

## **AGENDA**

### **Item 1.00**

**Election of the JPC Chair and to receive the Chair's Declaration of Acceptance.**

### **Item 2.00**

#### **Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

### **Item 3.00**

#### **To receive declarations of Interest & Dispensations**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

### **Item 4.00**

**Election of the Vice Chair**

### **Item 5.00**

**To receive and sign the Minutes of Last Annual Meeting – 18th of May 2020**

LGA 1972 Sch 12 para 41(1)

### **Item 6.00**

**To re-affirm dates and venues for the remainder of Council Meetings for 2021**

### **Item 7.00**

**Election of Chairs for Planning and Finance Committees**

### **Item 8.00**

**Election of Task Leaders for Town Welfare, Infrastructure Projects, Green Spaces and Community Engagement [Parish Councillor's Responsibilities]**

### **Item 11.00**

#### **Cheque Signatories**

To agree cheque signatories and access to bank account details.

### **Item 12.00**

#### **To adopt new JPC Policies [Retracted from Handbook]**

**12.1 10010-JPC FINANCE REGULATIONS**

**12.2 10011-JPC CODE OF CONDUCT**

**12.3 10012-JPC STANDING ORDERS**

**12.4 10013-JPC PLANNING COMMITTEE TERMS OF REFERENCE**

**12.5 10014-ELECTIONS & CO-OPTIONS**

**12.6 10015-FINANCE COMMITTEE TERMS OF REFERENCE**

**Item 13.00**

**Accounts 2020-2021**

To consider, and if appropriate, approve and sign off the JPC accounts for the past financial year and agree that such accounts form part of the Annual Return.

**Item 14.00**

**To receive and note the Internal Audit Report Dated March 21<sup>st</sup>, 2021**

**Item 15.00**

**Provision and Movement of Reserves**

Discuss and if appropriate, redesignate reserves and/or movement from one reserve to another.

**Date of next meeting and venue: Monday 24th May at 7.00pm**

**IF YOU HAVE ANY DIFFICULTY ACCESSING & DOWNLOADING SUPPORTING DOCUMENTS,  
PLEASE CONTACT THE CLERK**

**Signed .....**

**Date .....**

DRAFT