



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

ANNUAL PARISH COUNCIL MEETING AGENDA

5th MAY 2020 at 2.00pm
Online Meeting via Zoom

Membership: Councillor Ballantine, Bulpett, Clare, Clayton, Duggan, Green, Gregory, Myers, Walsh, Campbell and Worth.

To all Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK FOR THE MEETING LOG ON DETAILS.

AGENDA

1. RECORDING MEETING

To consider recording the meeting to assist with recording the minutes.

2. ELECTION OF CHAIRMAN

To elect a Chairman for the coming year of the Parish Council and receive the Chairman's Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman of the Parish Council.

4. APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

5. DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors will declare their interest in relation to this meeting. Councillors will also be asked to complete a Declaration of Interests Form for their term of office.

6. MINUTES

- (i) Consideration of approval of minutes of the meeting of 3rd March 2020.
- (ii) To consider the committee functions during COVID-19 lockdown.

7. PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed. MEMBERS OF THE PUBLIC WISHING TO ATTEND MUST CONTACT THE CLERK FOR MEETING LOG ON DETAILS.

8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

9. COMMITTEES

- (i) To agree membership of each Committee.

- (ii) To agree terms of reference for each of the Council's Committees in 2020/21.

10. OUTSIDE BODIES

- (i) To receive reports from outside bodies.
- (ii) To agree WPC representatives on other organisations' Committees, panels or liaison groups.

11. REVIEW OF SUBSCRIPTIONS AND MEMBERSHIPS

To consider the Council's subscriptions and memberships for 2020/21.

12. CORRESPONDENCE

To consider items of correspondence listed (Appendix 1).

13. CLERKS REPORT

14. FINANCE COMMITTEE

- (i) To note the provisional end of year I&E report and balance sheet.
- (ii) To consider continuing with the current fortnightly payments to consider process.
- (iii) To consider continuing with direct debit payments and payment of salaries by fax order.
- (iv) To consider recommendations from the Finance Committee (Appendix 2).
- (v) To consider the committee functions during COVID-19 lockdown.

15. PLANNING COMMITTEE

- (i) To note draft minutes of the meetings of 7th & 21st April 2020.
- (ii) To consider the committee functions during COVID-19 lockdown.

16. AMENITIES COMMITTEE

To consider the committee functions during COVID-19 lockdown.

17. STAFFING COMMITTEE

To consider the committee functions during COVID-19 lockdown.

18. TEMPORARY DELEGATED POWERS

To consider a resolution to adopt recommended interim measures.

19. LETTER TO LOCAL BUSINESSES

To consider a letter to local businesses providing public support during the COVID-19 crisis

20. OTHER MATTERS

a) HS2

To receive an update and any recommendations from the working group.

b) Review and adoption of core documents

- (i) To consider recommended alterations to Standing Orders.
- (ii) To confirm core policies have been reviewed.

c) Review of land and assets

To receive an update on the asset register and an inventory of WPC property.

d) Review of arrangements for insurance

To confirm the Council has insurance cover in respect of all risks.

e) APM

Consider cancellation of APM.

f) VE Day Celebrations

To consider allocating £50 to the prizes for best decorated house and garden.

21. DATES OF FUTURE MEETINGS

22. CONFIDENTIAL ITEMS

The Public Bodies (*Admission to Meetings*) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

23. CLOSURE OF MEETING

Signed by *Keith Shelley*
Clerk to the Council

Date: 30th April 2020

Appendix One – Correspondence

Email from BMKALC

- Annual Audit Extension

– No response required