



# Newton and Biggin Parish Council

**You are cordially invited to the Annual Meeting of Newton and Biggin Parish Council (also known as the AGM) to be held in the Newton Village Memorial Hall and open to the public and press.**

**Thursday 16 May 2024 at 7.15 pm**

## AGENDA

1. To elect the Chair of the Council
2. To receive the Declaration of Acceptance of Office from the elected Chair
3. To elect the Vice Chair of the Council
4. To receive the Declaration of Acceptance of Office from all members, following the election
5. Record of members present
6. Apologies and acceptance of reasons for absence
7. Declaration of Interest on items on the agenda
8. To receive Pecuniary Declaration of Interests from members, following the election
9. Suspension of Standing Orders in order for the public to raise any issue not on the agenda
10. Standing orders resumed
11. To resolve to adopt the Standing Orders
12. To resolve to adopt the Financial Regulations
13. To resolve to adopt the Code of Conduct
14. To resolve to adopt the following Policies:
  - I. Complaints
  - II. Data Protection
  - III. Equality and Diversity
  - IV. Financial Reserves
  - V. Health and Safety
  - VI. Safeguarding
  - VII. Social Media
  - VIII. Transparency Code
15. To resolve to confirm:
  - I. The use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method.
  - II. The list of standing orders / direct debit instructions
  - III. The authorised signatories
  - IV. Online payment approval controls
16. To re-appoint areas of responsibility
  - I. Finances – Cllr Rick Crane
  - II. Health and Safety – Cllr Bob Threadgold
  - III. Data Protection – Cllr Andy Newnham
  - IV. Equality and Diversity – Cllr Rick Crane
  - V. Safeguarding – Cllr Anne Davis
  - VI. Transparency / Internal Controls – Cllr Ian Davis



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17. To appoint representatives to outside bodies
  - I. Warwickshire and West Midlands Association of Local Councils (WALC)
  - II. The Burial Committee (currently two representatives)
  - III. Elkington, Cockerill and Sherrier Charity
  - IV. The Village Hall Committee
  - V. Townland Gardens Association (allotments)
18. To note that Cllr Ian Davis, is on the WALC Board of Directors
19. To receive a statement of accounts at 31 March 2024
20. Date and time of next annual meeting - May 2025 (exact date to be confirmed)

A handwritten signature in black ink, appearing to read 'Rebecca Barry'.

**Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 10 May 2024**