



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

You are invited to attend the Annual Council Meeting of Wootton Parish Council on Wednesday 17th May 2023 at 7pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ for the purpose of transacting the following business:

Agenda no	Agenda item title	Power
ACM23/001	Election of Chairman.	Local Government Act 1972, Part 1, s15 (2).
ACM23/002	Signing of Declaration of Acceptance of Office by Chairman.	Local Government Act 1972, Part V, s83 (4).
ACM23/003	Signing of Declaration of Acceptance of Office by all other councillors and to resolve that those councillors not present be permitted to sign their Declaration of Acceptance of Office at a future meeting of Full Council.	Local Government Act 1972, Part V, s83 (4).
Open Forum	<i>(Members of the public are welcome to present any matter relevant to the wellbeing of Wootton Parish and each parishioner will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please contact the clerk no later than the morning of the meeting if you wish to do so). Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST speak to the chairman prior to the meeting as the parish council has an Audio-Visual Recording, Filming and Photographing of Meetings/Committee Meetings policy, which must be adhered to.</i>	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).
ACM23/004	Apologies for absence.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
ACM23/005	Disclosure of local and/or disclosable pecuniary interests.	Localism Act 2011, Ch 7, s31.
ACM23/006	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, Ch 7, s33.
ACM23/007	Election of Vice-Chairman.	Local Government Act 1972, Part 1, s15 (6).
ACM23/008	Election of Members to all committees/steering groups/working groups.	Standing Orders.
ACM23/009	To review and adopt Terms of Reference for all committees/steering groups/working groups.	Standing Orders.
ACM23/010	Election of representatives to outside bodies:	Localism Act 2011, Ch 1, s1-8.

	• Community Centre Charitable Trust – (min/max not known); • Memorial Hall Committee – (min 1, no max); • Recreation Ground Committee – (min 1, no max); • Robert Edward Lunniss Charity – (min 2, no max); • Village Hall Committee – (min 2, no max); • Wootton Church & Poor's Land Charity – (min 2, no max); • Wootton Poor's Land Charity – (min 2, no max).	
ACM23/011	To review and adopt all Policies and Procedures.	Localism Act 2011, Ch 1, s1-8.
ACM23/012	To review and adopt all GDPR Privacy Notices.	Localism Act 2011, Ch 1, s1-8.
ACM23/013	To approve affiliation/subscription fees for 2023/24.	Localism Act 2011, Ch 1, s1-8.
ACM23/014	To review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2023.	Localism Act 2011, Ch 1, s1-8.
ACM23/015	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/016	To approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments.	Localism Act 2011, Ch 1, s1-8.
ACM23/017	To approve the continuing use of Hampshire Trust Bank Ltd, National Westminster Bank Plc, Nationwide Building Society, Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) and Triodos Bank UK Ltd as primary deposit holders.	Localism Act 2011, Ch 1, s1-8.
ACM23/018	To approve the continuing use of a Chairman's allowance.	Localism Act 2011, Ch 1, s1-8.
ACM23/019	To appoint members to undertake the following: • Quarterly Internal Best Practice Review (min 2, no max – currently Cllrs Noakes and Randell).	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/020	To re-approve all existing signatories to all bank accounts/deposit funds in line with all appropriate payment procedures.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/021	To approve the appointment of GKP Chartered Accountants (who acquired the business of Keens Shay Keens – previous internal auditor) as internal auditor.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/022	To review and adopt the Asset Register for year 2023/24 to date.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/023	To confirm dates of meetings for 2023/24.	Localism Act 2011, Ch 1, s1-8.
ACM23/024	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's website via Bedford Borough Council.	Localism Act 2011, Ch 1, s1-8.
ACM23/025	To review and consider any updates to the Training Matrix for councillors and staff.	Localism Act 2011, Ch 1, s1-8.
ACM23/026	To approve Wootton Parish Council's continuing use of the General Power of Competence, initially awarded in 2015 and renewed in 2019.	Localism Act 2011, Ch 1, s1-8. Parish Councils (General Power of Competence) (Prescribed Conditions)

Sue Edgar Playford

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Sue Edgar Playford BA (Hons) PSLCC,

Clerk to the Council and Responsible Financial Officer,

10th May 2023.