



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

You are invited to attend the Annual Council Meeting of Wootton Parish Council on Wednesday 14th May 2025 at 7.15pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ for the purpose of transacting the following business:

Agenda no	Agenda item title	Power
ACM25/001	Election of Chairman.	Local Government Act 1972, Part 1, s15 (2).
ACM25/002	Signing of Declaration of Acceptance of Office by Chairman.	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).
ACM25/003	Apologies for absence.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
ACM25/004	Disclosure of local and/or disclosable pecuniary interests.	Localism Act 2011, Ch 7, s31.
ACM25/005	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.
ACM25/006	Election of Vice-Chairman.	Local Government Act 1972, Part 1, s15 (6).
ACM25/007	Election of Members to all committees/steering groups/working groups.	Standing Orders.

ACM25/008	To review and adopt Terms of Reference for all committees/steering groups/working groups.	Standing Orders.
ACM25/009	Election of representatives to outside bodies: • Community Centre Charitable Trust – (min/max 3); • 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).	Localism Act 2011, Ch 1, s1-8.
ACM25/010	To review and adopt all Policies and Procedures.	Localism Act 2011, Ch 1, s1-8.
ACM25/011	To review and adopt all GDPR Privacy Notices.	Localism Act 2011, Ch 1, s1-8.
ACM25/012	To approve affiliation/subscription fees for 2025/26.	Localism Act 2011, Ch 1, s1-8.
ACM25/013	To review and adopt the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025 (previously the Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England).	Localism Act 2011, Ch 1, s1-8.
ACM25/014	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order for 2025/26.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
ACM25/015	To approve the continuing use of Unity Trust Bank Ltd as primary bankers (including primary deposit holder) with use of online banking facilities including electronic payments.	Localism Act 2011, Ch 1, s1-8.
ACM25/016	To approve the continuing use of Cambridge Building Society, Hampshire Trust Bank Ltd, Nationwide Building Society, Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities), Redwood Bank Ltd and Triodos Bank UK Ltd as additional primary deposit holders.	Localism Act 2011, Ch 1, s1-8.
ACM25/017	To approve the continuing use of a Chairman's allowance.	Localism Act 2011, Ch 1, s1-8.
ACM25/018	To appoint members to undertake the following: • Quarterly Internal Best Practice Review for 2025/26.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
ACM25/019	To re-approve all existing signatories to all bank accounts/deposit funds in line with all appropriate payment procedures.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
ACM25/020	To review and adopt the Asset Register/Land and Buildings Asset Register for year 2025/26 to date.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
ACM25/021	To confirm dates of meetings for 2025/26 and to consider any amendments to start/follow-on times.	Localism Act 2011, Ch 1, s1-8.
ACM25/022	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.

	Please click here to access this information.	
ACM25/023	To review and consider any updates to the Training Matrix for councillors and staff.	Localism Act 2011, Ch 1, s1-8.

Sue Edgar Playford

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Sue Edgar Playford BA (Hons) PSLCC AICCM,

Clerk to the Council and Responsible Financial Officer,

7th May 2025.