

ETTINGTON PARISH COUNCIL

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To: (Councillors) D Clarke, J Collins, R Hawksworth, J Henry, I Houghton, D Hughes, G Lambert, R Smith and R Whitfield of Ettington Parish Council

You are hereby summoned to attend the **Annual Meeting** of the above named Council, to via Zoom on **Wednesday 5 March 2021** commencing at 7.15 pm The business to be transacted at the meeting is as follows:

AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON WEDNESDAY 5 MAY 2021

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material for themselves, family, friends or close associates.

The meeting will be held over Zoom and Parishioners are invited to join either via Zoom (the Meeting identifier is 88053616227 or by telephone 0203 4815240 (local call rates apply) no password is required.

17.15	Apologies for Absence (including Acceptance)
27.18	Declaration of Pecuniary Interest (Councillors are reminded that in addition they still have personal interests and should at all times bear in mind the public perception)
37.20	a) Election of Chairman and Signing of Acceptance of Office b) Election of Vice Chairmand and Signing of Acceptance of Office Appendix 1: Nominations
47.30	Review and Re-adoption of the following policies and procedures: <ul style="list-style-type: none">a) Document Retention Policyb) Councillors Induction Guidec) Virtual Meeting Protocold) Scheme of Delegatione) Staff Handbookf) Appraisal Policyg) Standing Ordersh) Dealing with the Press, Media, Filming and Recording of Meetingsi) Freedom of Information Publication Schemej) Complaintsk) Staff Grievancel) Code of Conductm) Guidance on Code of Conductn) Councillor Expenseso) Gifts and Hospitalityp) General Data Protection Registerq) General Data Protection Privacy Notices 1 & 2r) Use of Resourcess) Social Mediat) Staff Disciplineu) Finance Regulations

	<p>All the policies and procedures are available to view at Policies - Ettington Org Parish Council and remain unchanged since adoption/readoption, with the exception of the Financial Regulations which are attached at Appendix 2 and on which the changes have been indicated.</p> <p>Recommendation: The Clerk recommends that documents a-t be readopted (though Cllrs may wish to refamiliarise themselves with them, there having been no legal or other requirement for them to be updated. The Clerk recommends that the Finance Regulations be as presented at Appendix 1 be approved.</p>
57.40	<p>Review and Re-adoption of Membership and Terms of Reference for Working Groups:</p> <ul style="list-style-type: none"> v) Football Field Working Group (membership Cllrs Ruth Hawksworth(planning), Rich Smith (Allotments), David Hughes (playground) Ian Houghton and Rosemary Whitfield); a) Youth Project Working Group (membership_Cllrs Jenny Henry, Rich Smith and Gavin Lambert) <p>Terms of Reference for both Working Groups can be found at Policies - Ettington Org Parish Council</p> <p>Recommendation: The Clerk recommends that the Terms of Reference be re-adopted and that membership be reviewed as may be necessary due to any change to roles of Chairman and Vicechairman.</p>
<p>Date and Time of Next Meeting – the provisional date of the Annual Meeting for 2022 is 11 May 2022</p>	

Copies of the Appendices are available by contacting the Clerk (Contact Details at the top of the Agenda) or they can be viewed/downloaded at www.ettington.org