

**Annual Meeting of Kents Hill & Monkston Parish Council**

**Wednesday 5th May 2021, 7.30pm**Held virtually using MS Teams

**AGENDA**

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| FC 01/21 | **Decision Required: Election of Chairman** To receive nominations and elect a Chair of the Council for 2021-22 |
| FC 02/21 | **Decision Required: Election of Vice-Chairman** To receive nominations and elect a Vice Chair of the Council for 2021-22 |
| FC 03/21 | **Apologies:** To accept apologies and approve reasons for absence of members unable to attend the meeting |
| FC 04/21 | **Declarations of Interests:** Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered. |
| FC 05/21 | **Decision required: HR Committee Terms of Reference** To agree the Terms of Reference for the Committee |
| FC 06/21 | **Decision required: HR Committee Membership** To appoint up to five (5) members to the HR Committee (Committee quorum is three (3)) |
| FC 07/21 | **Adjournment of Council meeting for a special meeting of the HR Committee** |
| FC 08/21 | **Decision Required: Special Meeting of the HR Committee**1. Election of Chair for 2021-22
2. Election of Vice Chair for 2021-22
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| FC 09/21 | **Reconvene Annual Meeting of Council** |
| FC 10/21 | **Decision Required: Official Documents** To agree to adopt the following documents:1. Standing Orders
2. Financial Regulations
3. Members’ Code of Conduct
4. Financial Risk Assessment
5. Health & Safety at Work Policy
6. Dignity at Work Policy
7. IT Acceptable Use Policy
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| FC 11/21 | **Decision Required: Affiliation to outside bodies.** To agree to continue to subscribe to the following bodies1. National Association of Local Councils (NALC) and Bucks & Milton Keynes Association of Local Councils (BMKALC)
2. Milton Keynes Association of Local Councils
3. Society of Local Council Clerks (SLCC)
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| FC 12/21 | **Decision required: Membership to Outside Bodies**. To agree members to represent the Council to the following outside bodies:1. MK Parish Forum (2 members)
2. MK Association of Local Councils (MKALC) (2 members)
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| FC 13/21 | **Decision Required: 2021-22 Calendar of Meetings.** To agree the Calendar of meetings for 2012-22 |