



Annual Meeting of Kents Hill & Monkston Parish Council
 Monday 15th May 2023, 7.30pm
 Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA.

1) Chairman's Report

AGENDA

FC 01/23	Decision Required: Election of Chairman To receive nominations and elect a Chair of the Council for 2023-24.
FC 02/23	Decision Required: Election of Deputy-Chairman To receive nominations and elect a Deputy Chair of the Council for 2023-24.
FC 03/23	Acceptance of Office: New Cllrs to return their acceptance of office forms.
FC 04/23	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting.
FC 05/23	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. All Cllrs to complete and return their Declarations of Interest Forms to the Clerk – see attached documents.
FC 06/23	Finance 1) Review the list of assets of the parish 2) Review the council's expenditure under S106
FC 07/23	Decision Required: Approve the minutes of the last ordinary meeting i.e. 17 th April 2023
FC 08/22	Councillors to receive the minutes of the last HR meeting
FC 09/23	Decision required: HR Committee Terms of Reference To agree the Terms of Reference for the HR Committee.
FC 10/23	Decision required: HR Committee Membership To appoint up to five (5) members to the HR Committee (Committee quorum is three)
FC/11/23	Adjournment of Council meeting for a special meeting of the HR Committee
FC 12/23	Decision Required: Special Meeting of the HR Committee a) Election of Chair for 2023-24 b) Election of Vice Chair for 2023-24
FC 13/23	Reconvene Annual Meeting of Council
FC 14/23	To review the arrangements for qualifying for the General Power of Competence. For this to be achievable, firstly at least two thirds of the members must have been elected (not co-opted) i.e. 8 members. Our parish council fulfils this requirement. Secondly a CiLCA qualified clerk which we do not yet have. Training is in progress but is expected to take until around 2025.
FC 15/23	Decision Required: Official Documents To agree to adopt the following documents: a) Standing Orders b) Financial Regulations c) Members' Code of Conduct d) Financial Risk Assessment e) Dignity at Work Policy f) IT Acceptable Use Policy g) Communications Policy h) Co-option Policy

	<ul style="list-style-type: none"> i) Complaints Procedure j) Disciplinary Procedure k) Grievance Procedure l) Procedure for approval of Annual Leave m) Memorandum on Project Procedures with associated Project Kick-off form n) IT workstation assessment form o) Equal Opportunities and Diversity Policy p) Investment Policy q) GDPR Policy r) General Privacy Statement s) Vexation Policy t) Code of Conduct u) Health and Safety
FC 16/23	<p>Decision Required: Affiliation to outside bodies. To agree to continue to subscribe to the following bodies.</p> <ul style="list-style-type: none"> a) National Association of Local Councils (NALC) and Bucks & Milton Keynes Association of Local Councils (BMKALC) b) Milton Keynes Association of Local Councils c) Society of Local Council Clerks (SLCC)
FC 17/23	<p>Decision required: Membership to Outside Bodies. To agree members to represent the Council to the following outside bodies:</p> <ul style="list-style-type: none"> a) MK Parish Forum (2 members) b) MK Association of Local Councils (MKALC) (2 members)
FC 18/23	<p>Decision Required: 2023-24 Calendar of Meetings. To agree the Calendar of meetings for 2023-24– see separate document Calendar of Meetings for 2023-24</p>