



BUDBROOKE PARISH COUNCIL

Clerk: Veronica Poole

The Old Forge, Shrewley Common, Warwick CV35 7AP

07887 552416 / email: clerk@budbrookepc.org.uk

Website: www.budbrookepc.org.uk

To all members of the Council

You are hereby summoned to attend the **Annual General Meeting (AGM) of Budbrooke Parish Council** to be held at Budbrooke Community Centre on **Wednesday 10th May 2023** for the purpose of transacting the following business. To follow the Annual Parish Meeting.

AGM A G E N D A

1. Elect Chairman, Vice Chairman & Council representatives on other bodies:

- a. Emergency Planning Group
- b. Newsletter and Website Group
- c. Community Centre Management Committee
- d. Village Hall Committee
- e. Budbrooke Charities
- f. Policies & Procedures Committee

2. Agree Standing Orders, Financial Regs, Policies & Procedures review dates.

1. Standing Orders, Finance Regs & Assets
2. Complaints Policy
3. Records Management Policy, including Document Retention Schedule
4. Grievance Procedure
5. Lone Working Policy
6. Requests made under the Freedom of Information Act and Data Protection Act

Items 6&7: To note the Council's policy to follow advice from WALC or the relevant organisation, ie. Information Commissioner's office. Where no review is scheduled, the council reviews the policy as and when new advice or a new model policy is issued by WALC & advised by the Clerk.

The PC have adopted the National Code of Conduct.

3. Register, Apologies & Declarations of Interest & Dispensations.

4. Approve minutes from the Parish Council Meeting on Wednesday 5th April 2023

5. Matters Arising:

- (a) Footpath in Styles Park Close – revised quote received
- (b) Cherry Trees on Daly Avenue – one more required
- (c) Tree surgery in Montgomery Avenue – awaiting further quotes
- (d) Bellway allotments – progressing
- (e) Montgomery Avenue Trees – update
- (f) Barrier in gully from HM to HOTH – update
- (g) Maintenance of grass verges in HOTH - update
- (h) Inventory of bins around the parish – circulated
- (i) Cleaning of the alley way (Old Budbrooke Road) - update
- (j) Barrier on Lloyds Close (potential removal)
- (k) Sowing wild flower seeds Blandford Way

6. **Elections:**
 - (a) Pecuniary Interest Forms

7. **CIL Projects – update**
 - (a) Project updates:
 - (i) Outdoor Fitness Spaces
 - (ii) Children’s Play Areas
 - (iii) Allotments
 - (iv) Community Centre
 - (v) Re-wilding
 - (vi) Benches
 - (b) Hampton News’ input summary
 - (c) Proposal for attracting input from all demographic

7. **APM/AGM** – reports from the District and County Councillors and the Community Centre Committee

8. **Planning** (papers circulated)

9. **Correspondence**
 - a. Lighting at the bottom of Old Budbrooke Road
 - b. Red phone box in HOTH to be refurbished

10. **Parish Maintenance/Playgrounds**
 - a. Review of outstanding maintenance work – schedule requested
 - b. Playground Report
 - c. Potholes
 - d. Island in front of the Community Centre

11. **Community Centre/Village Hall Items**

12. **Newsletter/Website/Facebook**
 - a. New arrangement for distribution of newsletters
 - b. Delivery rounds for newsletters

13. **Finance**
 - (a) To note bank reconciliation and approve payments
 - (b) Precept setting 2023/24
 - (c) Annual Returns
 - (d) Annual Governance & Accountability Returns (AGAR)
 - (e) Online banking update
 - (f) Audit of accounts
 - (g) Insurance renewal

14. **Any Other Business**

15. **Next meeting arrangements**

The next meeting will be held on **Wednesday 7th June 2023 at 8pm** in Budbrooke Community Centre

16. **Private Session (if required)**

Veronica Poole
Clerk to the Council
3rd May 2023