



## **BUDBROOKE PARISH COUNCIL**

**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 the Budbrooke Community Centre at **20h00** on **Wednesday 8 May 2024** for the purpose of transacting the following business – **to follow the APM**

### **AGENDA**

#### **1. Elections Chairman, Vice Chairman & Council representatives on other bodies**

- 1.1 Chairman
- 1.2 Vice Chairman
- 1.3 Budbrooke Community Centre Committee
- 1.4 Budbrooke Village Hall Committee
- 1.5 Budbrooke Charities
- 1.6 Emergency Planning Group
- 1.7 Policies and Procedures Group

#### **2. Policies & Procedures review dates**

- 2.1 Standing Orders and Financial Regulations – July / August
- 2.2 Complaints Policy - September
- 2.3 Requests under Freedom of Information Act and Data Protection Act - October
- 2.4 Records Management Policy including document retention Schedule - November
- 2.5 To note the Council's policy to follow advice from WALC or the relevant organisation, i.e. Information Commissioner's office
- 2.6 To note 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. Annual Reports 2023 - 2024**

- 3.1 Chairman
- 3.2 District Councillors
- 3.3 Community Centre
- 3.4 Village Hall
- 3.5 Budbrooke Charities

#### **4. Any Other Business**

26/4/24