

BOUGHTON PARISH COUNCIL

Website: www.boughtonparishcouncil.co.uk

Clerk's Telephone number: 07918329763

Clerk's Email: clerk@boughtonparishcouncil.co.uk

Date of notice: 15/05/2024

Meeting Date: 20/05/2024

NOTICE OF PARISH COUNCIL MEETINGS

The Councillors of Boughton Parish Council ARE HEREBY SUMMONED to attend the Ordinary Meeting of the Parish Council, to be held at the **Village Hall, Butchers Lane, Boughton, on Monday 20th May, at 7.00pm** for the purpose of transacting the business as set out in the Agenda of the Meeting.

Members of the Public and Press are invited to address the Council at its Open Forum session.

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| 1. | Elect a chair for the Parish Council 2024/25 and to receive their signed declaration of acceptance | |
| 2. | Elect a vice-chair for the Parish Council 2024/25 and to receive their signed declaration of acceptance | |
| 3. | Approve the Minutes of the Ordinary Meeting of the Parish Council held on Monday 13th May 2024 | <u>AA</u> |
| 4. | Agree to the continuation, terms of reference and membership of the Planning Committee and the Staffing Committee | <u>BB</u> <u>CC</u> |
| 5. | Governance Documents/Policies 2024-25 Review the current governance documents and consider whether to adopt:- <ul style="list-style-type: none">• Standing Orders Council to resolve that as the Model Financial Regulations were recently updated, the Council will review and adopt the Financial Regulations and the Internal Financial Control Policy by July 2025 Code of Conduct, Grant Application Policy, Freedom of Information, Parish Plan, Grievance procedure, Disciplinary procedure, Equality & Diversity procedure, Records Retention, Maternity Policy, Complaints Policy, Communication & Engagement Policy, Press & Media, CIL Allocation Policy and all Data protection policies. | <u>DD</u> |
| 6. | Note the Parish Council reviewed and approved the Asset Register and Risk Assessment in March 2024. To be reviewed again at the end of the financial year 24/25 | |

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| 9. | Reappoint Councillors Responsibilities, such as but not limited to: <table border="1"><tr><td>Buckton Fields Liaison Forum</td><td>Finance</td></tr><tr><td>Buckton Fields Community Centre</td><td>Street Lights</td></tr><tr><td>Quarries</td><td>Trees and Flowers</td></tr><tr><td>CIL representatives – Village Hall</td><td>Footpaths</td></tr><tr><td>CIL representatives – Pocket Park</td><td></td></tr><tr><td>CIL representatives – Church</td><td></td></tr></table> | Buckton Fields Liaison Forum | Finance | Buckton Fields Community Centre | Street Lights | Quarries | Trees and Flowers | CIL representatives – Village Hall | Footpaths | CIL representatives – Pocket Park | | CIL representatives – Church | | |
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| 30. | WNC Councillor's Report on matters arising | |
| 31. | Urgent Matters – notified to the Chair before the meeting | |
| 32. | To review items for discussion at future meeting | |
| 33. | Date of next meeting | |

Ciara Wanstall

Clerk to the Parish Council