

BEAN PARISH COUNCIL

You are hereby summoned to attend a meeting of Bean Parish Council to be held on Monday 15th May 2023 at 7.00pm at Bean Village Hall where the following business will be transacted.

<p style="text-align: center;">AGENDA ANNUAL MEETING OF BEAN PARISH COUNCIL Monday 15th May 2023 at 7.00 pm</p>
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Members to note that following a resolution passed at the October 2010 Meeting, Item 7, and in accordance with Standing Orders 12a the Minutes of the previous meeting will be taken as read.

	Agenda Item
1	<p>1.1 <u>Declaration of Acceptance of Office</u> To receive from all Councillors their signed and witnessed acceptance of office</p> <p>1.2 <u>Code of Conduct</u> To receive from all Councillors their signed agreement to abide by the Council's Code of Conduct and to note</p> <p>1.2.1 Arrangements for dealing with breaches of the Code of Conduct</p>
2	<p><u>Election of Chair</u> (Local Government Act 1972, ss 15(4) and 34 (4)) The Chair will ask for nominations for election of the Chair of the Council for the ensuing year. If there is more than one nomination, a vote will commence by a show of hands in the order in which persons have been nominated.</p> <p>The Chair will then declare the successful nominee to be the duly elected Chair of the Council for the ensuing year.</p>
3	<p><u>Declaration of Acceptance of Office by the Chair</u> The incoming Chair will read aloud and sign the Declaration of Acceptance of Office, which is then handed to the Clerk for her signature. The incoming Chair will give a vote of thanks to the retiring chair and invite compliments from other members.</p> <p>At this point, the incoming Chair will take over the meeting from the retiring Chair.</p>
4	<p><u>Election of Vice-Chair</u> (Local Government Act 1972, ss 15(7) and 34 (7)) The Chair will ask for nominations for election of the Vice-Chair of the Council for the ensuing year. If there is more than one nomination, a vote will commence by a show of hands in the order in which persons have been nominated.</p>
5	<p><u>Apologies for absence</u> (Local Government Act 1972, s 85)</p>
6	<p><u>Vacancy</u> Members are requested to formally note that following the elections which took place on 4th May 2023 the Council has one vacancy which may be filled by co-option within 35 days, ie before 13 June 2023.</p>

7	<p><u>Register of Pecuniary Interests</u> (Localism Act 2011, s 31) 7.1 To receive completed Disclosable Pecuniary Interests form (DPIs) 7.2 To declare any DPIs against any agenda item.</p>
8	<p><u>Public Participation</u> (Local Government Act, s 100) The council meets and makes its decisions in public. A council meeting is not a public meeting. It is a meeting held in public and there is no requirement in law which allows members of the public to speak at such meetings.</p> <p>However, the council is keen to encourage public attendance at meetings and will therefore provide an opportunity to local registered electors to show it is committed to community engagement.</p> <p>A maximum of 3 minutes is allowed per person to speak and the total length of time afforded for public participation at each meeting shall be no more than 10 minutes, subject to an extension of this time, in exceptional circumstances, being agreed by the Chairman.</p>
9	<p><u>Minutes</u> (Local Government Act 1972, Sch 12, para 41 (1))</p> <p>To APPROVE the Minutes of the Annual Meeting of Bean Parish Council held on 9th May 2022 that they be received as a true and complete record and that the resolutions contained therein be deemed to be the resolutions of the Council.</p> <p><i>RECOMMENDATION:</i> <i>That the Minutes of the Parish Council held on 9th May 2022 be approved and adopted as a true record</i></p> <p>To APPROVE the Minutes of the Parish Council Meeting held on Tuesday 11th April 2023 that they be received as a true and complete record and that the resolutions contained therein be deemed to be the resolutions of the Council.</p> <p><i>RECOMMENDATION:</i> <i>That the Minutes of the Parish Council held on Tuesday 11th April be approved and adopted as a true record</i></p>
10	<p><u>Matters Arising</u> To consider any other matters arising from the above Minutes not covered elsewhere on the agenda and at the discretion of the Chair any items of an urgent nature that need to be discussed.</p>
11	<p><u>Committees</u> Section 101 of the Local Government Act 1972 enables the council to delegate authority for decision making to appointed committees or council officers.</p> <p>11.1 Village Hall Committee 11.1.1 To review the Terms of Reference to the Village Hall Committee 11.1.2 To appoint members to the Village Hall Committee</p>
12	<p><u>Standing Orders</u> Members are presented with draft documents, based on model templates produced by the National Association, for consideration and adoption. Members are also provided with a link to One Drive to view these documents.</p> <p>12.1 To review and APPROVE Standing Orders (May 2018) amended May 2023.</p>

	<p><u>RECOMMENDATION</u> <i>That the Standing Orders (May 2018), amended May 2023 be approved.</i></p> <p>12.2 To review and APPROVE Standing Orders relating to Contracts (May 2019). There have been no changes made to this document since last approved May 2022.</p> <p><u>RECOMMENDATION</u> <i>That Standing Orders relating to Contracts (May 2018) be approved</i></p>
13	<p><u>Financial</u> Members are presented with draft documents, based on model templates produced by the National Association, for consideration and adoption. Members are also provided with a link to One Drive to view these documents.</p> <p>13.1 To review and APPROVE Financial Regulations (2022)</p> <p><u>RECOMMENDATION</u> <i>That Financial Regulations (2022) be approved</i></p> <p>13.2 To review and APPROVE Statement of Internal Control</p> <p><u>RECOMMENDATION</u> <i>Statement of Internal Control be approved</i></p>
14	<p><u>Delegation of duties</u> 14.1 To delegate Parish duties and responsibilities Allotments – to remain under the management of Bean Allotment Association. Recreation ground – Footpaths – Beacon Woods – Fields/stables –</p> <p>14.2 To consider any other delegated duties and responsibilities.</p>
15	<p><u>Appointments and nominations</u> To appoint members to outside bodies, including:</p> <ul style="list-style-type: none"> - KALC Area Committee - Parish Forum - Bluewater Forum - Beacon Wood Steering Committee - FoBW - Elders Forum <p>Any other appointments/nomination</p>
16	<p><u>Inventory of land and other assets</u> Members are presented with the schedule of assets produced by SCRIBE. To review inventory of land and other assets including buildings and office equipment.</p>
17	<p><u>Insurance</u> Members are presented with a copy of the insurance schedule. Current insurers are BHIB, insurance period 26 April 2023 to 25 April 2024 under a 3-year agreement expiring on 25 April 2025.</p>

18	<p><u>Annual Subscriptions</u></p> <p>To agree the following Annual Subscriptions to outside bodies:</p> <ul style="list-style-type: none"> - KALC - ICO - SLCC - CPRE
19	<p><u>Complaints Policy</u></p> <p>Members are presented with a copy of the current Complaints Policy. Members are provided with a link to One Drive to view this document.</p> <p>There have been no changes since approved at the May 2022 meeting.</p>
20	<p><u>Policies</u></p> <p>20.1 To review and APPROVE the following policies which have had no changes made to them since last approved. Members are provided with a link to One Drive to view these documents.</p> <ul style="list-style-type: none"> • Arrangements for dealing with Code of Conduct Complaints (2022) • Co-option Policy (2022) • Body Worn Video Camera (2022) • Animal Welfare Policy (2022) • Confidentiality Policy (2022) • Data Protection Policy (2022) • Social Media Policy (2022) • Attendance at meetings (2022) • Vexatious Complaints (2022) • Risk Management Policy (2022) <p>20.2 Councillors' Data Protection Commitment</p> <p>To review and Councillors to sign</p>
21	<p><u>Policy for dealing with Press and Media</u></p> <p>Members are presented with a copy of this new policy for APPROVAL</p>
22	<p><u>Review of Council's employment policies and procedures</u></p> <p>Members are provided with a link to One Drive to view these documents.</p> <p>There have been no changes made to these policies since last approved at the May 2022 meeting.</p>
23	<p><u>Future Meetings</u></p> <p>23.1 Full Council Meeting s</p> <p>To agree dates, times and venue of meetings of the full Council for the year.</p> <p>To RESOLVE that they are held on the 2nd Monday of every month at 7pm at Bean Village Hall with the exception of August when there will be no meeting and any matters arising will be dealt with on behalf of the Council by the Chair and Vice-Chair. Should there be urgent business to consider between the July and September meetings the Chair would call an extra-ordinary meeting</p> <p>To RESOLVE that the Annual Parish Meeting take place in April 2024.</p> <p><i>RECOMMENDATION</i></p> <p><i>That the meetings of Bean Parish Council are held on the 2nd Monday of every month at 7pm at Bean Village Hall with the exception of August when there will be no meeting and any matters arising will be dealt with on behalf of the Council by the Chair and Vice-Chair.</i></p>

Should there be urgent business to consider between the July and September meetings the Chair will call an extra-ordinary meeting. The Annual Parish Meeting will take place in April 2024

23.2 Bean Village Hall Committee

To agree dates, times and venue of meetings of the Village Hall Committee for the year.

RECOMMENDATION

That the meetings of Bean Parish Council Village Hall Committee take place at 3pm in the Village Hall on the 1st Monday of alternate months.

No meeting in May due to elections.

5th June

4th September

13th October

And then on dates and times as agreed by the Committee.

JS Becket
Parish Clerk