



**ASTON TIRROLD & ASTON UPTHORPE
PARISH COUNCIL**

ANNUAL GENERAL MEETING

**Agenda for the AGM of the Council to be held at the Village Hall at 19:30 to 19:45pm
Wednesday 17th May 2023**

You are requested to attend the AGM of the Council to be at the Village hall on Wednesday 17th May at 19:30 hours.

Sarah Brown, Clerk to the Council

1. Election of Chairman for 2023/24 and acceptance of office
2. Election of Vice-Chairman for 2023/24 and acceptance of office
3. Apologies for absence
4. New Parish Councilors.
5. Declarations of interest for the AGM
6. Approval of 2022/23 report
7. Appointment of Clerk as the Responsible Finance Officer
8. Approve Astons Parish Council Email policy and procedures and Astons Parish Council Privacy Notice.

Link to the policies here:- [Tirrold and Upthorpe, The Astons Community website, new page 2348](#)

9. Review and adoption of standing orders
10. Review and adoption of financial regulations
11. Regarding the sub-committee: Astons Recreation Committee (ARC)
 - i. Review Terms of Reference
 - ii. Acceptance of AGM minutes
 - iii. Appointment of two councilors to ARC



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12. Appoint Roads & Footpaths Coordinator
13. Review of delegated powers:
 - i. PB has delegated powers regarding footpath maintenance up to £500
14. Review of banking arrangements and signatories
15. Parish council insurance to agree to accept Zurich insurance quote for £1977.75 for 3-year LTA premium, or 1-year standard premium of £2175.71
16. Appointment of Steve Morant as internal auditor
17. Review of Fixed Asset Register
18. Review Full Year Accounts to March 2023
19. Review subscriptions to other bodies:
 - i. OALC
 - ii. Friends of the Ridgeway
 - iii. ICO
20. Review and adopt policies & procedures (all available on the Astons.net PC website): Code of Conduct; Equal Opportunities; Expenses; Grievance; Health and Safety; Recruitment. <https://www.theastons.net/local-councils/parish-council/parish-council-policies>
21. Review information guide
22. Review Risk Register
23. Review Emergency Plan
24. Review Defibrillator processes and confirm it has been checked over the year
25. War Memorial Committee (PC are formal custodians of the War Memorial) – Accept annual report from the committee
26. Community Led Plan (CLP):
 - i. To review progress of the Community Led Plan Project Teams in the context of the overall CLP
 - ii. To appoint representative(s) to the Roads & Traffic CLP Group
 - iii. To appoint representative(s) to the Housing & Development Group



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iv. To appoint representative(s) to the Environment Group

27. Appoint representative to Village Hall Committee

28. Appoint representative to the Downlands Village Transport Group

29. Appoint a Data Protection Officer

Agree dates of meetings for the 2023/24 municipal year (generally the 3rd Wednesday of the month, except, no meeting in August and the December meeting is the 2nd Wednesday): June 21, July 19, September 20, October 18, November 15, December 13*, January 17, February 21, March 20

* NB this is the second Wednesday of the month as the third falls too close to Christmas