



ASTON TIRROLD & ASTON UPTHORPE  
PARISH COUNCIL

**ANNUAL GENERAL MEETING**

**Agenda for the AGM of the Council to be held online due to the Covid 19 pandemic at 8pm on  
Monday 17<sup>th</sup> May 2021**

You are requested to attend the AGM of the Council to be held online due to the Covid 19 pandemic on Monday 17<sup>th</sup> May at 8pm.

Denes Marffy, Clerk to the Council

1. Election of Chairman for 2021/22 and acceptance of office
2. Election of Vice-Chairman for 2021/22 and acceptance of office
3. Apologies for absence
4. New Parish Councillors.
5. Declarations of interest for the AGM
6. Approval of 2020/21 report
7. Appointment of Clerk as the Responsible Finance Officer
8. Approve Astons Parish Council E-mail policy and procedures and Astons Parish Council Privacy Notice.
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 councillors to ARC
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



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15. Parish council insurance to agree to accept Zurich insurance quote for £1601.05
16. Appointment of Steve Morant as internal auditor
17. Review of Fixed Asset Register
18. Review Full Year Accounts to March 2021
19. Review subscriptions to other bodies:
  - i. OALC
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 a Councillor to facilitate a meeting of representatives from the CLP groups twice per year
  - iii. To appoint representative(s) to the Roads & Traffic CLP Group
  - iv. To appoint representative(s) to the Housing & Development Group
  - v. 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 20/21 municipal year (generally the 3<sup>rd</sup> Monday of the month, except, no meeting in August and the December meeting is the 2<sup>nd</sup> Monday): 21 June, 19 July, 20 September, 18 October, 15 November, 13 December\*, 17 January, 21 February, 21 March

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