

WOLSTON PARISH COUNCIL

2 Main Street, Wolston, Coventry CV8 3HJ

Telephone: **02476 545515** E-mail: wolstonpc@wolstonpc.co.uk

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held at 7:30pm on Thursday 12th May 2022 at Wolston Baptist Church.

Jane Hancox
Acting Clerk to the Council
6th May 2021

Public Forum and Parish Matters (Commencing at 7:00pm)

For Councillors and members of the Parish and press to raise any issues or matters of concern with the Parish Council. The full Parish Council will commence after the public forum has been closed by the Chairman – this will be no later than 7:30pm. A time limit of 5 minutes to speak per person may be imposed to keep to schedule, and this is at the Chairman's discretion. Meetings are recorded for the use of the Clerk only.

AGENDA

1. **Election of Chair 2022-23** - To elect a Chair for 2022-23
2. **To receive the Chair's Declaration of Acceptance of Office**
3. **Apologies and Acceptance of Reasons for Absence.** – To receive apologies.
4. **Declarations of Interest (existence and nature) on items on the Agenda** – Councillors to declare any personal and/or pecuniary interest on items on the agenda.
5. **Minutes** - To review and if appropriate, approve the minutes of the Parish Council meeting held on 7th April 2022.
6. **Election of Vice-Chair 2022-23** – To elect a Vice-Chair for 2022-23.
7. **To receive all Councillors' Declaration of Acceptance of Office** - and to decide when any Declarations of Acceptance of Office which have not been received as provided by law, shall be received.
8. **Declaration of Pecuniary Interests** – For Councillors to enter pecuniary/financial interests in Register of Members' Interest forms (or agree a date for completion within 28 days).
9. **Code of Conduct** – For Councillors to receive and sign copies of the Code of Conduct.
10. **To Agree Dates of and Venue/s for Council Meetings for the Year.**
11. **Policies and Procedures** – To review, adopt and/or re-adopt (as appropriate) Parish Council Policies and Procedures. This will include the Standing Orders, Financial Regulations, Financial Risk Assessment, Data Protection Policy, Publication Scheme, Health & Safety Policy, Safeguarding Policy, GDPR and WBBJBC Terms of Reference. *(For Councillors to review all policies and procedures listed above from their issued policies and procedures folder prior to the meeting. All documents are also available on the Village website).*
12. **Election of Councillors onto Committees & Working Groups: 2022-2023** - To review and elect Councillors on to Committees and working groups as appropriate.
13. **Time Capsule** – A reminder that a time capsule was buried in dedication to the Queen's Diamond Jubilee on 12th July 2014. It was buried by the Children of St Margaret's Primary School under the Diamond Jubilee tree guard - to remain there for a period of 70 years. It is due to be excavated on Saturday 1st July 2084. (This item is for noting only).
14. **Finance** – a) To approve accounts for payment for April 2022.
b) To note payments received and the latest bank reconciliation.
15. **Planning** - Councillors are to review planning applications prior to the Parish Council meeting. All planning applications and consultations can be viewed on the RBC Planning Portal Website. To discuss and if appropriate comment on any planning applications received.
16. **Delegates Reports** – To receive reports from Councillors (for information only). Any formal reports to be sent electronically to the Clerk for circulation to Councillors prior to the meeting.
17. **Exclusion of Press and Public**
In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the meeting during consideration of the following agenda items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.
Reason for Exclusion – The exclusion is on the grounds that items of business to be discussed are likely to include discussions about staffing.

18. Human Resources (Staffing)

To discuss staffing issues, including the recruitment of a new Parish Council Clerk, Clerk for WBBJBC and Youth Workers, appointment of Allotment - Clerk of Works, and probationary review for the Public Works Lead.

19. Parish Council Communications (information for sharing) - To receive suggestions for items for the Village website, Parish Council Facebook Page and for inclusion in the Avon Grapevine.

20. Future Agenda Items – Councillors are requested to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

21. Date of Next Meetings – To confirm the date of Thursday 9th June 2022 for the next meeting of the Parish Council at the Village Hall at 7:15pm. If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and in the Main Street noticeboard three clear days before the meeting is held.