



Studley Parish Council

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NOTICE OF MEETING

**The Annual Parish Council meeting will be held
in the Council Chamber, Studley Village Hall, B80 7HJ
Tuesday 16th May 2023 at 7pm**

Summons

Studley Parish Council members are hereby summoned to attend the annual meeting of the council to be held on Tuesday 16th May 2023 in the council chamber.

Signed

Liza Rose,
Clerk to the Council

Date 11/05/2023

AGENDA

1. **Election of Chairman** and signing of Declaration of Acceptance of Office.
2. **Apologies from absent parish councillors (if any)**
3. **Declarations of Interest**
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
 - a) Keep their Register of Interests form up to date.
 - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registrable Interests (ORI) and any Non-Registrable Interest (NRI) relating to items on the agenda and the nature of those interests.
4. **To consider grant of any dispensation requests**
Written requests for the council to consider grant of dispensation to a councillor who has declared an interest in any item on the agenda must have been received by the Clerk prior to the start of the meeting. Such request will be put to the Council at this point in the meeting to consider whether to allow the councillor with the stated interest to stay in the meeting and, if so, whether they may speak and vote.
5. **Election of vice-Chairman** and signing of Declaration of Acceptance of Office.

To continue with order of business prescribed in SPC Standing Order 5j:
6. **Confirmation of the accuracy of the minutes of the previous council meeting held 18/04/2023: [available online here.](#)**
7. **Receipt of the minutes of the most recent meetings of committees:**
 - a) Finance Committee meeting held 25/04/2023: Circulated separately

b) Planning Committee meeting held 02/05/2023: [available online here](#).

8. Presentation of working parties and councillor allocation:

- Community Engagement
- Nature Reserve
- Open spaces (including trees)/Street Furniture
- Youth.
- Neighbourhood Plan
- Street Lighting
- Recreation Ground

9. Review of the terms of reference for committees: Finance & Staffing; Planning;
Circulated separately.

10. Appointment of members to existing committees.

11. Appointment of any new committees in accordance with standing order 4.
Cemetery Committee

12. Review and adopt the council's standing orders and financial regulations.
(No change to standing orders or financial regulations from 2022).

13. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

14. Review of representation on or work with external bodies and arrangements for reporting back.

15. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
Not applicable this year.

16. Review of inventory of land and other assets including buildings and office equipment; as summarised on pp8 and 9.

17. Confirmation of arrangements for insurance cover in respect of all insurable risks, .
Renewal of insurance cover occurs in April and will be managed by the Finance and Staffing Committee.

18. Review of the Council's and/or staff subscriptions to other bodies, including: NALC/WALC, ICCM, Allotment Association, Clerks and Councils Direct, SLCC

19. Review of the Council's complaints procedure. This was adopted at meeting held 18/04/2022, minute no. 218.

20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

21. Review of the Council's policy for dealing with the press/media, circulated separately.

22. Review of the Council's expenditure incurred under s.137 of the Local Government

Act 1972 or the general power of competence.

No expenditure was made during the year on this provision. With regards to the general power of competence, Studley Parish Council is not currently able to adopt this power.

- 23. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.** It is recommended to continue to meet on the third Tuesday evening of every month.

24. FINANCE

- a) To approve the list of payments. Circulated separately.
- b) To note details of income and expenditure between 01/04/2023 – 31/05/2023 will be notified at the next meeting of the parish council.
- c) To agree delegation to the Clerk to instruct solicitors to draw up a lease for the ATC.

- 25. To resolve to close the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating to the Cemetery.**

- a) Update from Extraordinary meeting held on 26th April 2023.
- b) Burial Authority to discuss and agree matters relating to pre purchased graves.

26 Date and time of next meeting: expected to be 20th June 2023 at 7pm.

