

**HANSLOPE PARISH COUNCIL**  
**THE PAVILION, HANSLOPE RECREATION GROUND, CASTLETHORPE**  
**ROAD, HANSLOPE, MK19 7LG.**

 **07383 091319**

 **hanslopeparishcouncil@hotmail.com**

You are hereby summoned to attend the Annual Meeting of Hanslope Parish Council on **Monday 11th May 2020 at 7.00pm** remotely via the **Zoom App**. (in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020).

**AGENDA**

**20.044 Election of Chairman and Vice Chairman**

**MOTION:** to agree the chairman of Hanslope Parish Council for the year May 2020-April 2021

**MOTION:** to agree the vice-chairman of Hanslope Parish Council for the year May 2020-April 2021

**20.045 Apologies**

**20.046 Declarations of Interest**

**20.047 Minutes from Previous Meeting held 20/04/2020**

**MOTION:** to approve the minutes of the last meeting

**20.048 Public Time**

Members of the public may speak and ask questions during this time, on prior application to the clerk.

**20.049 Council**

- i. Clerk's report
- ii. School land transfer
- iii. Councillor Vacancy

**20.050 Governance, Working Groups and Processes**

- i. **Governance Documents:** Review and re-adoption of Standing Orders, Financial Regulations and Councillor Code of Conduct
- ii. **Working Groups:** Review and agree members
- iii. **Processes, Policies and Procedures:** Review of Data Protection Policy & Privacy Statement (re-ratify), Equal Opportunities Policy and Health and Safety Policy.  
**MOTION:** To agree to adopt the Equal Opportunities Policy  
**MOTION:** to agree to adopt the Health and Safety Policy
- iv. **Land, Assets and Insurance:** Review and re-adopt Asset Register, Risk Register, and insurance policies.

- v. **Financial Approvals:** Review bank mandate/signatories, rents/tenancies.

#### **20.051 Planning**

- i. Update on planning applications/appeals
- ii. MK Futures Report

#### **20.052 Finance**

- i. Reconciliations and financial situation report to April 30th, 2020
- ii. Audit update and timeframe
- iii. Clerk's Expenses: approval of new home working allowance  
**MOTION:** to approve the home working allowance for 2020-21 for the clerk to £6/week, in line with NALC recommendations.
  
- iv. Approval of payments – April 2020  
**MOTION:** to approve invoices as presented

#### **20.053 Recreation Ground and Village Projects**

- i. Rec. Ground update and progress on new signs
- ii. Pavilion access arrangements and implementation of fob system  
**MOTION:** to agree to install a fob system for the Pavilion  
**MOTION:** to agree to implement the revised key-holding Terms and Conditions

#### **20.054 S106 Projects**

- i. New Synthetic Turf Pitch – review of documents and approx. costings  
**MOTION:** to agree to install the new STP (with approximate costings)  
**MOTION:** to agree the procurement process for the STP in accordance with Financial Regulations
  
- ii. Surgery Car Park

#### **20.055 Allotments**

- i. Update

#### **20.056 Date of Next Meeting**

*Gillian Merry*  
Clerk/RFO  
05/05/2020

The public may attend parish council meetings and ask questions during the Public Participation section, on matters pertaining to this agenda. During the Coronavirus lockdown, members of the public wishing to attend, will need to contact the clerk at least one working day prior to the meeting, to be issued with access details.