



BRIXWORTH PARISH COUNCIL

Councillors are hereby summoned to attend the Annual Parish Council meeting to be held on
Thursday 24th May 2017 at 730pm
Community Centre, Spratton Road, Brixworth NN6 9DS

The press and public are also invited to attend

AGENDA

[use link below for papers](#)

<https://tinyurl.com/yys99tvd>

[Papers
attached](#)

1. **Welcome**
2. **Election of Parish Council Chairman**
 - 2.1 To elect a Chairman for the Parish Council for 2018/2019
 - 2.2 To receive the Chairman's Declaration of Acceptance
3. **Apologies for Absence**
 - 3.1 To consider any received apologies
4. **Declarations of Interest**
 - 4.1 Members' declarations' of interests on agenda items only
5. **To sign the minutes of the previous meeting**
 - 4.1 Full Council meeting of 26th April 2018 A
6. **Election of Parish Council Vice Chairman**
7. **Agree to the continuation, terms of reference and membership of the Planning Committee** B
8. **Election of a Chairman and Vice Chairman of the Planning Committee**
9. **Agree to the continuation, terms of reference and membership of the Media and Communications Committee.** C
10. **Election of a Chairman and Vice Chairman of the Media & Communications Committee**
11. **Agree to the continuation, terms of reference and membership of the Working Groups**
 - 11.1 Finance D
 - 11.2 Personnel E

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| 12. | To review and agree the Calendar of meetings for the municipal year 2018/2019 | F |
| 13. | Election of Parish Council Representatives
13.1 Village Hall Representative
13.2 Thomas Roe Charity
13.3 NCALC
13.4 Newsletter & Press
13.5 Highways, Footpaths & Trees
13.6 Verification Officer for Finance
13.7 Brixworth Sports Council (3 reps) | |
| 14. | To confirm the banking arrangements and signatories for the Parish Council Mandate | G |
| 15. | To review and agree the following documents (Annual Review)
15.1 Members Code of Conduct
15.2 Standing Orders
15.3 Financial Regulations
15.4 The Asset & Land Register
15.5 The Risk Register
15.6 The Councils Complaints Procedure
15.7 Freedom of Information Model Publication Scheme | H
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K
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M
N |
| 16. | To review and agree the list of the Council's annual subscriptions
16.1 Northamptonshire County Association of Local Councils
16.2 Society of Local Clerks
16.3 Campaign for the Protection of Rural England
16.4 Northants ACRE (Action with Communities in Rural England)
16.5 The Living Wage Foundation | |
| 17 | General Data Protection Regulations
17.1 Appoint Northants CALC as the council's Data Protection Officer for one year
(SLA attached)
17.2 Adopt the Data Map
17.3 Adopt the Data Protection Policy, Subject Access Request Procedure, Data
Breach
17.4 Policy and Records Retention Policy
17.5 To adopt the Privacy Notices
17.6 To receive any Security Compliance Checklists from Councillors
17.7 To note that the council is already registered as a Data Controller with the ICO | O
P
Q
R
R1 |
| 18 | Local Government salary scales for 2018 /2019
18.1 Agree the local implementation of the revised salary scales for local government | S** |
| 19 | To consider and confirm the insurance arrangements for 2018 /2019
19.1 Agree the Councils chosen insurer for 2018/2019
19.2 Agree the payment of the premium | T |
| 20 | Annual Governance and Accountability Return 2017/2018
20.1 Consider the findings of the Internal Auditor
20.2 Review the system of internal control
20.2 Complete and approve the Annual Governance Statement for 2017/2018
20.3 Consider and approve the Accounting Statement for 2017/2018
20.4 Note the dates for the exercise of public rights (4 th June to 13 th July inclusive) | U
V
W
X |
| 19. | Any other urgent business | |

20. To note Future Meetings:

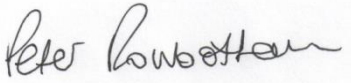
20.1 Full Council – 31st May 2018

20.2 Planning 4th June 2018

20.3 Media & Communications – 13th June 2018

20.4 Full Council – 28th June 2018

**confidential
paper



Mr Peter Rowbotham
Clerk to the Council
15th May 2018

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