



Dear Councillor,

You are hereby summonsed to attend the Annual Meeting of the Council to be held on **Tuesday 10th May 2022 at 7.30pm** in Village Hall, Leighton Road for the purpose of transacting the following business. Press and Public are welcome to attend, but may be required to leave the meeting if a special or confidential matter is to be discussed.

Nicola Evans Clerk to the Council. Date: 03/05/2022

Prior to meeting Councillors completed declaration of Acceptance of Office. Councillors to complete register of interest forms with Central Bedfordshire within 28 days.

- 1 To elect the Chairman of the Council and to receive the Chairmans declaration of acceptance of Office
- 2 To appoint Vice Chairman and to receive the Vice chairman's declaration of acceptance of Office
- 3 To receive apologies for absence
- 4 To appoint working groups, finance and personnel group and representatives to outside bodies,
- 5 To receive declarations of interest concerning items on the agenda
- 6 To Approve the Minutes of the Extra Ordinary Meeting held on 26/04/2022 and note draft Annual Parish Meeting Minutes
- 7 Matters Arising from the extra ordinary meeting held on 26/04/2022 *for information only*

The meeting will be adjourned for 10 min for members of the public to ask questions or comment

- 8 To discuss items raised in public question time and refer to relevant organisations/committees

- 9 To comment on planning application(s) received from Central Bedfordshire

Application	Location	Proposal
CB/22/01392/FULL	2 Herne Close, Toddington, Dunstable LU5 6AF	Single storey side and rear extensions
CB/22/01521/FULL	6 Chapel Close, Toddington, Dunstable, LU5 6AZ	New detached garage

- CB/21/04219/Full – To note – Application scheduled for next development management meeting. Installation of a solar farm and battery storage facility with associated infrastructure.
- CB/TCA/22/00225 – Works to tress within a conservation area. Wentworth House, Market Square, Toddington, Dunstable, LU5 6BP

- 10 To agree accounts and bank reconciliation for 2021-2022
- 11 To complete annual return for the year ending 31st March 2022 and approve the Annual Governance Statement (section 1) and Statement of Accounts (section 2)
- 12 To consider the adoption of the financial risk assessments 2022
- 13 To consider the adoption of the internal audit review for 2022/2022 and the Internal Audit effectiveness
- 14 To appoint internal auditor for 2022
- 15 To review fidelity guarantee
- 16 To review Code of Conduct policy
- 17 To review Code of practice for handling complaints
- 18 To review Equal opportunities policy
- 19 To review Standing Orders 2022
- 20 To review Financial Regulations 2022
- 21 To review the Councils asset register

- 22 To review appointment of Data Protection Officer
- 23 To review Privacy Notice
- 24 To Review Data Protection Policy and other related policies
- 25 Flexible Working Policy – To agree to use ACAS guidelines for any requests for Flexible Working
- 26 To review Freedom of information Act – Model publication scheme
- 27 To review grievance policy
- 28 To confirm that Parish Council are no longer eligible for General Power of Competence following the uncontested election as do not meet criteria as required 8 Councillors.
- 29 Update on Jubilee preparations
- To receive Clerks report
- Look to review Annual Football licence and fees
 - Look to review Allotment fees and licence
 - To agree roll over contractor with Pest Control
 - To agree roll over contractor Tree Surgery
 - To agree roll over contractor with Grounds maintenance
 - To arrange a meeting to discuss Cemetery and grounds maintenance post September
 - To discuss and agree operational plan with costings following Internal auditor
- 30 Unitary Councillors report
- 31 To agree payments to be authorised and to appoint signatories for Bank authorisation and agree to continue with various Direct Debits. To discuss increasing unity bank cards for Clerk and Groundsman
- 32 Update on Christmas project – Light Columns, Tree, Event
- 33 Correspondence received