

# BATCHWORTH PARISH COUNCIL

To Batchworth Parish Councillors

You are summoned to the inaugural annual meeting of Batchworth Parish Council to take place on

**Thursday 18 May 2017 at 6pm**

**William Penn Room, River-Tech, Basing House,  
46 High Street, Rickmansworth, WD3 1HP**

Members of the public and press are invited to attend this meeting.

Steven Halls

Interim Clerk Batchworth PC & CEO Three Rivers District Council

5<sup>th</sup> May 2017

## AGENDA

1. To elect a Chairman for the year 2017/18 and sign Declaration of Acceptance of Office
2. To elect a Vice-chairman for the year 2017/18 and sign Declaration of Acceptance of Office
3. To record the election result and declarations of acceptance of office and consider accepting any at a later date where not received to date
4. To receive and accept apologies for absence
5. Declarations of interest and dispensations
  - a. To receive declarations of interest from councillors on items on the agenda
  - b. To receive written requests for dispensations for declarable interests; and
  - c. To grant any requests for dispensation as appropriate
6. To discuss and agree on the name of this Council
7. To note the minutes of the Interim Parish Council meeting held on 4 April 2017
8. To discuss and agree policies for the new Council (drafts attached)
  1. Code of Conduct (to follow)
  2. Complaints
  3. Data Protection (to follow)
  4. Disciplinary and Grievance Arrangements
  5. Documentation Retention
  6. Equal Opportunity Statement
  7. Equality and Diversity
  8. Financial Regulations
  9. Grant Application Form
  10. Grant Awarding
  11. Health and Safety
  12. Publication Scheme
  13. Risk Assessment & Management
  14. Scheme of Delegation
  15. Standing Orders
  16. Statement of Intent on Training & Development for Members & Staff

9. To discuss appointment of an interim Clerk, Responsible Financial Officer, and modus operandi of the new Council
10. To appoint representatives to serve on committees, working parties and outside bodies
  - a) Staffing Committee (5 members) and Sub Committee (3)
  - b) Complaints Committee
  - c) New Council Implementation Working Group
11. Finance:
  - a) To review the annual budget and note income and expenditure items to date
  - b) To agree the Council's insurance arrangements and consider any further action needed
  - c) To agree the appointment of the Council's bankers and make arrangements for internet banking
  - d) To approve the bank signatories
  - e) To consider and approve items of expenditure
    - i. Annual membership of HAPTC/NALC and consider additional subscriptions
    - ii. Meeting room hire
    - iii. Parish Office address and accommodation
    - iv. Administration services, equipment and contracts
    - v. Website
12. To receive questions and comments from members of the public and Councillors for future consideration
13. A discussion on community engagement and possible services which the parish council could provide
14. To consider the schedule of meetings for 2017/18
15. To confirm arrangements for the **Annual Meeting of Electors** to be held at 6pm on Wednesday 31 May 2017 in the Colne Room, Watersmeet, High Street, Rickmansworth, WD3 1EH
16. To agree the date and venue of the next Council meeting and suggest agenda items