



Aylburton Parish Council

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27 April 2024

To all members of the Council

You are hereby summoned to attend as a member of Aylburton Parish Council the below meeting, for the purpose of transacting the following business. **Please refer to the meeting pack for any notes on agenda items.**

Ms Rachel Hales, Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

Agenda: Annual Council Meeting followed directly by May Full Council Meeting 7 pm on Tuesday 7th May 2024 at Aylburton Methodist Community Room

1. To receive any apologies for absence.
2. Election of the Chair and Vice-Chair for 2024-25.
3. Delivery by the Chair/Vice Chair & all councillors of their acceptance of office forms.
4. To approve the minutes of the [2023 Annual Council Meeting](#).
4. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities (see meeting pack)
5. To review representation on or work with external bodies and arrangements for reporting back (see [meeting pack](#))
6. To review [Asset Register](#).
7. To review and confirm arrangements for insurance cover in respect of all insured risks.
8. To review the Council's and/or employees' memberships of other bodies (see [meeting pack](#))
9. To formally re-adopt the following council policies and documents.
 - a. [Code of Conduct](#)
 - b. [Complaints Policy](#)
 - c. [Financial Regulations](#)
 - d. [GDPR and Privacy Policy](#)
 - e. [Health and Safety Policy](#)
 - f. [Media Policy](#)
 - g. [Memorial Safety Policy](#)
 - h. [Risk Assessment](#)
 - i. [ANPR Data Reporting & Sharing](#)
 - j. [ANPR Privacy Impact Assessment](#)
 - k. [ANPR Principles](#)
 - l. [Standing Orders](#)
 - m. [Biodiversity Policy](#)* revised May 2024
10. To note the time and place of ordinary meetings of the Full Council for the year ahead (see [meeting pack](#))
11. Future Annual Council Meeting Date: TBC