



UPTON PARISH COUNCIL
CLERK: Nina L. Villa LLb (Hons)
Telephone: 07887 420725
Email: clerk@upton-pc.gov.uk

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Parish Council which will be at St Crispins Community Centre on Monday 17th May 2021 on completion of the Annual Parish Meeting. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
10th May 2021

1. **ELECTION OF CHAIRMAN**
To elect a Chairman for the ensuing municipal year.
2. **ELECTION OF VICE CHAIRMAN**
To elect a Vice Chairman for the ensuing municipal year.
3. **CO-OPTION OF COUNCILLORS**
To consider the co-option of additional Councillors
4. **PUBLIC SESSION**
Members of the public are invited to address the meeting on agenda items (15 minutes maximum)
5. **APOLOGIES FOR ABSENCE**
To receive apologies for absence
6. **DECLARATIONS OF INTEREST**
Localism Act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.
7. **MINUTES OF PREVIOUS MEETINGS**
To approve the minutes of the meeting held on 12th April 2020 and authorise the Chairman to sign the same - **APPENDIX A**
8. **ACTION SHEET**
To note the action sheet - **APPENDIX B**
9. **FINANCE / PAYMENTS DUE**

- a) Bank reconciliation – to note the bank reconciliation to 31st March 2021 –
APPENDIX C
- b) To consider bank signatories for the Council bank accounts and to authorise the Clerk to amend the mandate
- c) To consider the Council's insurance requirements for 2021/22 and to consider reappointing Hiscox as the Council's insurers
- d) To consider a quote for the purchase of 4 new bins, bases and installation amounting to £2575
- e) To note that the following payments were made in April in accordance with the Council's approved budget and to retrospectively approve these payments:

Invoice Number	Payee / Reason	Amount
	Leckford Signs	12,429.60
	LGPS	£439.74
	Clerk – salary for April	£737.07
	HMRC	£681.78

- f) To approve the following accounts due for payment:

Invoice Number	Payee / Reason	Amount
INV-1259	NCALC – Training Course	£38
INV-7396	B and D Publications	£420
	Hiscox Insurance	£655.94
1446	M Orpin	£120
SB20193315	PKF Audit	£240

10. **PLANNING**

To consider any current planning applications for the Parish (if applicable)

11. **ANNUAL REVIEW OF DOCUMENTATION AND POLICIES**

To review and approve (click on links to review):

- a) [UPC Standing Orders June 2019](#)
- b) UPC Financial Regs – link as above
- c) [Upton Parish Council Controlled Communications Protocol 2017](#)
- d) [Upton Parish Council Sickness & Absence Policy 2017](#)
- e) [Upton Parish Council Disciplinary Policy 2017](#)
- f) [Upton Parish Council Equal Opportunities Policy 2017](#)
- g) [Upton Parish Council Grievance Policy 2017](#)
- h) [Upton Parish Council Health & Safety Policy 2017](#)
- i) [Upton Parish Council Risk Assessment 2019 - 2020](#)
- j) [Grants Policy 2016 04 04](#)
- k) [Upton Parish Council Travel and Expenses Policy August 2016](#)
- l) [Upton Parish Council Data Protection Policy](#)
- m) [Upton Parish Council Freedom of Information Policy](#)
- n) [Upton Parish Council Complaints Procedure](#)
- o) [Recruitment Procedure & Policy](#)
- p) [Upton Parish Council CIL Levy](#)
- q) [Upton Parish Council Code of Conduct for Councillors April 2017](#)