



Datchet Parish Council

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Katy Jones - Clerk to the Council
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DATE: **28th April 2021**

TO: **ALL MEMBERS OF THE COUNCIL.**

Dear Sir/Madam

You are hereby summoned to attend the **ANNUAL STATUTORY MEETING** of **THE PARISH COUNCIL** to be held **VIRTUALLY VIA ZOOM**, on **WEDNESDAY 5TH MAY 2021**, at **7.00 P.M.**, when it is proposed to transact the business specified in the following Agenda and Addendum. **Press and Public Welcome.**

MEETING ID: 811 3225 5868
PASSCODE: 087653

Members of the press and public wishing to join the meeting by the direct hyper-link, or by phone, should contact the Clerk for details before 10.00am on the day of the meeting.

Yours faithfully,

KATY JONES
CLERK TO THE COUNCIL

AGENDA

1. To elect a CHAIRMAN of the PARISH COUNCIL for the ensuing year.
2. To receive the CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.
3. Apologies and Announcements.
4. To elect a VICE-CHAIRMAN of the PARISH COUNCIL for the ensuing year.
5. To appoint Lead Councillors and their deputies as follows:
 - a) FINANCE AND ADMINISTRATION
 - b) GROUNDS
 - c) HIGHWAYS AND GENERAL PURPOSES
 - d) PROPERTIES
 - e) PLANNING
 - f) EVENTS

6. To appoint a spokesperson for FLOODING MATTERS.
7. To review the appointment of the Independent Internal Auditor for 2021/2022.
8. To consider and approve the following statutory documents as required by Audit and the Annual Governance and Accountability Return.
 - a) Risk Assessment and Management Documents
 - b) Asset Register
 - c) Code of Conduct (Recommended that DPC review this to be in line with the Borough's New C of C)
 - d) Standing Orders and Financial Regulations (Reviewed and approved Dec 2020)
 - e) Privacy Statement (required by GDPR)
 - f) IOC Model Publication Scheme
 - g) Health and Safety Policy
 - h) Equal Opportunities Policy
 - i) Volunteer Policy
 - j) Training and Development Policy
9. To appoint REPRESENTATIVES to OTHER BODIES, as set out in Appendix 'B'.
10. To appoint Members Working Groups. See Appendix 'C'
11. To make amendments, if necessary, to the LIST of APPROVED CHEQUE SIGNATORIES.

The Chairman of the Parish Council	The Vice-Chairman of the Parish Council
The Lead Member for Finance	The Deputy Lead Member for Finance
The Lead Member for Grounds	Cllr E. Larcombe
The Lead Member for Properties	The Clerk

Cheques to be signed by the Clerk and any 2 approved signatories.
BACS to be authorised by the Clerk and 2 approved signatories.
12. To approve the PROGRAMME of MEETINGS for the 2021/2022 Municipal Year.

**NOTE: THIS MEETING WILL BE IMMEDIATELY FOLLOWED BY A
NORMAL MEETING OF THE PARISH COUNCIL
WITH A REDUCED AGENDA.**