



Stoke Mandeville Parish Council

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STOKE MANDEVILLE PARISH COUNCIL MEETING AGENDA

TUESDAY 16th MAY 2023 AT 7.30pm

MAIN HALL, COMMUNITY CENTRE, ESKDALE ROAD

To: Cllrs B Ezra, D Field, S Kirve, J Magill, L Prestage, J Robinson, K Shanahan, G Shrivastava, D Smith, D Willmer, and P Wood.

You are hereby summoned to attend the above-mentioned meeting when it is proposed that the following business will be transacted.

Members of the Public / Press are welcome to attend.

A. Skeggs

Clerk of the Council

10th May 2023

AGENDA

1. **ELECTION OF CHAIRMAN** – To elect a Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.
2. **ELECTION OF VICE CHAIR** - To elect a Vice Chairman of the Council.
3. **APOLOGIES FOR ABSENCE** - To receive any apologies for absence.
OPEN FORUM FOR RESIDENTS (to be limited to 15 minutes)
 - a) To adjourn the meeting to allow members of the public to raise issues with the Council.
 - b) To receive a report from a Buckinghamshire Council councillor.
4. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
To declare any non-registered pecuniary or personal interests relating to the agenda.
5. **MINUTES OF PREVIOUS MEETING.** circulated.
 - a) To approve the minutes of the Parish Council Meeting held on 18th April 2023.
 - b) To review the Action Plan.
6. **ANNUAL GOVERNANCE AND ACCOUNTS RETURN (AGAR).** Documents circulated.
 - a) To agree the completion of Section 1, Annual Governance Statement, of the Annual Return.
 - b) To receive and approve Section 2, the Annual Accounts for 2022/23 of the Annual Return.
 - c) To authorise the Chairman to sign sections 1 and 2 of the Annual Return.
 - d) To note the following dates regarding the Notice of Exercise of Public Rights:
 - Announcement to be made / published on website – Monday 12th June 2023.
 - Period of Inspection Begins – Tuesday 13th June 2023.
 - Period of Inspection Ends – Monday 24th July 2023.
7. **2022/23 INTERNAL AUDITOR REPORT.** Documents circulated.
 - a) To consider and approve the internal auditor report.
 - b) To consider and approve the internal auditor's Year-End observations.
 - c) To note the RFO response to the Year-End observations.

8. SMVCA

- a) To note that the Parish Council became the sole Trustees of SMVCA on the 25th April 2023.
- b) To resolve that the Parish Council delegates its powers to the Charity (SMVCA) Management Group.
- c) To consider the membership of the Charity (SMVCA) Management Group.
- d) To adopt the Terms of Reference for the Charity (SMVCA) Management Group, circulated.
- e) To resolve that the clerk and assistant clerk can undertake duties for the Association within their contracted parish council hours.

9. TERMS OF REFERENCE OF COMMITTEES Documents circulated.

To review and confirm the Terms of Reference of the following committees:

- a) Communities.
- b) Finance and Governance.
- c) Planning.
- d) Neighbourhood Plan.
- e) Staffing.

10. MEMBERSHIP OF COMMITTEES Document circulated.

To review and agree the membership of the following committees for the coming year.

- Communities (4 plus 1)
- Finance and Governance (5)
- Planning (5)
- Neighbourhood Plan (4 plus 4)
- Staffing (3)

11. APPOINTMENT TO EXTERNAL BODIES

To consider the membership of the following external bodies:

- a) Wendover & Villages Community Board (Currently Cllr Shanahan and Clerk).
- b) ARLA Liaison Group (Currently Cllr Wood).

12. BANKING ARRANGEMENTS. Document circulated.

- a) To review and approve the Direct Debits / Standing Orders currently in place.
- b) To review and approve the bank signatories.

13. PLANNING COMMITTEE

To note the minutes of the Planning Committee meeting of the 25th April, circulated.

14. COMMUNITIES COMMITTEE

- a) To note the draft minutes of the Communities Committee meeting of the 9th May, circulated.
- b) To receive a report on the King's Coronation event and to nominate charities.

15. FINANCE (Clerk)

- a) To approve those payments already made and those to be made in May, circulated.
- b) To note the following subscription was renewed in April:
 - BALC – renewal membership for 2023/24 was £1,123.
 - Fields in Trust - renewal membership for 2023/24 was £65.
- c) To note the following Inter Account bank transfers were performed between the 14th April and 10th May.
 - 9th May - £100,000 from Treasurer Account to Deposit Account.
 - 10th May - £100,000 from Treasurer Account to Deposit Account.

16. CLERKS REPORT

To receive the clerks report, circulated.

17. POINTS OF INTEREST

Councillors to report on issues with the parish or meetings / seminars that they have attended as representatives of the Council since the last meeting.

18. DATE OF NEXT MEETING

To note that the next meeting of the parish council will be on Tuesday 20th June 2023.