



The **Annual Meeting** of **Kirby Muxloe Parish Council** will be held on **Thursday 20th May 2021** at **Kirby Muxloe Village Hall**, Station Road, Kirby Muxloe commencing at **7pm** for the transaction of the below business.

All members of the Council are required to attend.

R. Atkinson
Parish Clerk

Dated: 14th May 2021

AGENDA

- 1 **To elect a Chairman of the Council and to receive the declaration of acceptance of office**
- 2 **To elect a Vice Chairman of the Council and to receive the declaration of acceptance of office**
- 3 **To receive apologies for absence**
- 4 **To receive any declarations of pecuniary and non-pecuniary interests to any matter pertaining to the agenda and to consider dispensations**
- 5 **Public Participation**
(15 minutes are set aside for parishioners to raise issues and ask questions)
- 6 **To confirm the minutes of meeting held on 29th April 2021 are a true and accurate record**
- 7 **To review the draft Meeting Schedule for 2021-22**

8 **To establish and appoint members to Committees/Working Parties and to review the Terms of Reference/Remit of Working Parties**

- i. Leisure, Parks and Cemetery Committee
- ii. Planning Committee
- iii. 'The Byways' Committee
- iv. Events Working Party

9 **To appoint Representatives to Outside Bodies**

- i. Kirby Muxloe Village Hall
- ii. Kirby Muxloe Library and Community Hub
- iii. 'Progress with Lubbethorpe'

10 **To review**

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct
- iv. Cheque signatories/online banking
- v. Risk Management Schedule
- vi. Asset Register
- vii. Arrangements for insurance cover
- viii. Current policies/procedures
- ix. Annual subscriptions
- x. Key holders

11 **To receive a report from**

- i. Kirby Muxloe Library and Community Hub
- ii. Police Beat Officer
- iii. Leicestershire County Council
- iv. Blaby District Council

12 **To receive the Clerks report**

- i. To verify all payments made since the previous meeting
- ii. To verify and authorise the Payments Schedule
- iii. To verify the Bank Reconciliation
- iv. To verify Income and Expenditure to date

13 **To verify and authorise**

- i. The CCTV contract
- ii. The Valuation Office Agency's request for information regarding the Cemetery

14 **To discuss and consider a Neighbourhood Plan**

PROPOSED FOR CLOSED SESSION

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100 and 102, members of the public and press are likely to be excluded from the meeting at this point due to the confidential nature of the business

- 15 **To consider staffing matters**
- 16 **To receive an update on Freedom of Information Requests and to consider ongoing matters**
- 17 **To note any other business**
(This item should only be used to register future agenda items or items that are solely for information only. No issues requiring a decision or with a financial implication can be raised)
- 18 **To confirm the date and place of next meeting.**