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11th May 2023

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 16th May 2023 at 7.00pm.

All members: - Cllrs Hamilton, Dalgarno, Arkle, Stevenson, Spoor, Pang and Page are hereby summoned to attend for the purpose of considering and resolving the business to be transacted.

Mrs Janet Bailey
Town Clerk

AGENDA

23/001 ELECTION OF MAYOR/CHAIRMAN & DEPUTY MAYOR/VICE CHAIR FOR THE ENSUING YEAR

- 23/001.1 Nominations for Mayor/Chairman to be considered. Elected member to sign Declaration of Acceptance of Office of Chairman.
- 23/001.2 Nominations for Deputy Mayor/Vice Chair to be considered.

23/002 APOLOGIES FOR ABSENCE (Local Government Act 1972 Sch12 para40)

23/003 DECLARATIONS OF INTEREST AND DISPENSATIONS (Localism Act 2011 ss 31 & 33)

(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

- 23003.1 To receive declarations of interest from councillors on items on the agenda.
- 23/003.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 23/003.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

23/004 GENERAL POWER OF COMPETENCE- Following the May 2023 elections 7 councillors were elected, this combined with the Clerk being CILCA qualified satisfies eligibility criteria for General Power of Competence - Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 – Members to resolve to adopt General Power of Competence.

23/005 COMMITTEES FOR ENSUING YEAR AND MEMBERSHIP ELECTION

- i) Members to consider Committees required for 2023/24
- ii) Members to consider election of Councillors to Committee's for 2023/2024.
- iii) Committee Terms of Reference to be adopted.

23/006 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR ENSUING YEAR

Members to consider representation on the following outside bodies:

- Glebe Meadow management x2
- Etonbury Green Wheel
- Bus User Forum Liaison
- Masterplan Stakeholder Committee
- Liaison Bedfordshire Police.
- Emergency Response

23/007 FUTURE MEETINGS FOR 2023/2024

To approve 2023/2024 diary dates for Full Council, Committee Meetings 2023/24.

(attached)

22/008 ANNUAL SUBSCRIPTIONS

To approve the annual subscriptions for 2023/2024

23/009 CHAIRMAN'S ANNOUNCEMENTS- For Information only- taken as read.

Go to www.centralbedfordshire.gov.uk/news/news.aspx for latest news for Central Bedfordshire

- **Publication of Submission Version of the Ickleford Neighbourhood Plan-Representations** can be made to:
<https://north-herts.oc2.uk/neighbourhoodplans@north-herts.gov.uk>
- Central Bedfordshire Council elections announced.

23/009.1 Crime Figures – Members to receive crimes figures for April 2023

(attached)

23/010 PUBLIC PARTICIPATION *Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item* - Public Participation up to a maximum of 15 minutes. Members of the public wishing to address the Council should note that they must advise the Council before 12 noon the day before the meeting both of their wish to participate and their topic. All participants are restricted to a maximum of three minutes. Residents to note: names of speakers may be included in the Formal Minutes and published.

23/011 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council meeting held 18th April 2023 as a true record of proceedings.

(attached)

23/012 CLERKS REPORT– Members to receive a report from the Clerk on matters ongoing.

(attached)

23/013 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors

23/014 PLANNING APPLICATIONS & ISSUES

23/014.1 CB/23/01086/FULL: The Vicars Inn, 68 Church Lane, Arlesey, SG15 6UX.

Proposal: Change of Use from Sui Generis public house to Class E restaurant.

Amendment received 11th May 2023- Change of use from Sui Generis Public House to Sui Generis restaurant at ground floor and residential at first floor. Erection of extraction flue.

Response by 1st June 2023

23/014.2 Planning Applications Refused/Granted –Members to note decisions on applications as of 13th May 2023

(attached)

23/015 FINANCE REPORTS

23/015.1 Income and Expenditure April 2023– For Information Only – For Information Only

To acknowledge receipt of an report of year-to-date Income and Expenditure up to 30th April 2023, compared to 2022/23 budget (month 1).

(attached)

23/015.2 Balance Sheet as of 30th April 2023- For Information Only

To acknowledge receipt of the Balance Sheet as of 30th April 2023 (month 1).

(attached)

23/015.3 Accounts for Payment

To acknowledge accounts to be paid May 2023 as presented.

23/016 FINANCE & GENERAL PURPOSES MATTERS

23/016.1 Code of Conduct – Members to review and adopt Code of Conduct.

(attached)

- 23/016.2 **Annual Review of Direct Debits and Standing Orders**—In accordance with Financial Regulations, Members to review and approve live direct debit and standing order payments. *(attached)*
- 23/016.3 **BACS Payments** – In accordance with Financial Regulation 6.9, last reviewed March 2023, members to approve continued use of BACS method of payment for suppliers/employees not paid by Direct Debit, for the year.
- 23/016.4 **Bank Mandate and signatory authorisations** - Members to consider and approve bank mandate and signatories for the coming term.
- 23/016.5 **Action Plan** – Members to consider Action Plan 2023/24.
- 23/016.6 **Review of S137 Expenditure under s137 Local Government Act 1972** – Members to review expenditure incurred 2022/2023 *(attached)*
- 23/016.7 **Insurance Policy schedule review and approval 2023/2024** – Members to conduct insurance policy schedule review and renewal to be conducted prior to end of current contract end date 17th July 2024. *(attached)*
- 23/016.8 **Protocol on Member Officer Relations** – Members to review Protocol on Member Officer Relations policy. *(attached)*
- 23/016.9 **Model Publication Scheme** – Members to review and adopt updated Publication Scheme. *(attached)*
- 23/016.10 **Standing Orders**- Members to review adopted Standing Orders. *(attached)*
- 23/016.11 **General Reserves Policy**- Members to consider draft Reserves Policy to be adopted in accordance Sections 32 and 43 of the Local Government Finance Act 1992. *(attached)*
- 23/016.12 **Committees**-Members to consider:
- (i) Committee requirement for the coming term
 - (ii) Committee Terms of reference
- 23/016.13 **Arlesey Town Council strategy documents**- Members to review Town Council Strategy formal adoption of Arlesey Town Council Strategy Documents including:
- (i) Appendix A (Community Engagement Strategy)
 - (ii) Appendix B (Press and Media Policy.)
- 23/016.14 **Biodiversity and Environmental Policy/strategy**- Members to consider adoption of Biodiversity and Environmental Policy.
- 23/016.15 **Council Email Addresses** – Members to consider quotations received for email licences and quote for electronic signature licencing.
- 23/016.16 **Review of Delegations** – Members to review and approve delegations in place for Town Clerk. *(attached)*
- 23/017 PUBLIC LANDS & HIGHWAYS MATTERS** –No matters arising.
- 23/018 PUBLIC RELATIONS MATTERS**- No matters arising.
- 23/019 PERSONNEL MATTERS**
- 23/019.1 **Training and Development Policy** -Members to review Training & Development policy. *(attached)*
- 23/019.2 **Resource Centre Relief Staff**- Members to approve uplift in pay scale to SCP3 for relief staff.
- 23/020 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

Date of next meeting: Annual meeting of the Town Council 20th June 2023.

-End of Agenda-