# GREAT & LITTLE HAMPDEN PARISH COUNCIL MEETING PLAN

| ITEM | ITEM | ACTION | TYPE | OWNER | PREPARATION | Jan | Mar | Apr | Annual meeting | May | Jun | Jul | Sep | Oct | Nov |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EACH MEETING** | | | | | | | | | | | | | | | |
| **1** | **Formalities** | | | | | | | | | | | | | | |
| 1a | To NOTE any received apologies for absence and DECIDE whether to accept any such apologies | Note | Each meeting | All | All | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 1b | To RECEIVE declarations of interest in items on the agenda (In accordance with the Local Code of Conduct to receive any | Receive | Each meeting | All | All | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 1c | Members of the Public and Press are invited to address the Council | Receive | Each meeting | Chair | Chair | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 1d | To RECEIVE an update from Buckinghamshire Councillors (if present) | Receive | Each meeting | Chair | Chair | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **2** | **Minutes and matters arising** | | | | | | | | | | | | | | |
| 2b | To APPROVE the Minutes of the Previous Meeting | Approve | Each meeting | Chair | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 2c | To DISCUSS matters arising from the Minutes of the Previous Meeting that are not covered in the Minute Action Tracker | Approve | Each meeting | All | All | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| | To REVIEW the Minute Action Tracker and to RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda or | Review | Each meeting | All | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **3** | **Minutes and matters arising** | | | | | | | | | | | | | | |
| 3a | To CONSIDER and APPROVE the financial pack and bank reconciliation | Approve | Each meeting | Clerk | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 3b | To CONSIDER and APPROVE the regular monthly payments, payments made since the last meeting and payments to be made | Approve | Each meeting | Clerk | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **4** | **Reports** | | | | | | | | | | | | | | |
| 4a | To RECEIVE a crime report | Receive | Each meeting | Clerk | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 4b | To RECEIVE reports from Councillors (not covered elsewhere) | Receive | Each meeting | All | All | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 4c | To RECEIVE a report from the Clerk on items (not covered elsewhere) | Receive | Each meeting | Clerk | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **5** | **Planning** | | | | | | | | | | | | | | |
| 5a | To CONSIDER for response any planning applications since the previous meeting and RATIFY any decisions previously made via | Consider | Each meeting | Chair | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 5b | To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals | Receive | Each meeting | Clerk | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **6** | **Strategy** | | | | | | | | | | | | | | |
| 6a | To RECEIVE an update on any projects not covered by in the minute tracker | Receive | Each meeting | All | Project leads | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **7** | **Correspondence** | | | | | | | | | | | | | | |
| | To REVIEW items of correspondence received since the last meeting. | Review | Each meeting | All | All | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **8** | **Urgent items** | | | | | | | | | | | | | | |
| | To NOTE any items to be added to the next agenda. | Note | Each meeting | All | All | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **9** | **Next meeting** | | | | | | | | | | | | | | |
| 9a | To AGREE the date of the next meeting | Agree | Each meeting | Clerk | Clerk | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| **OTHER ITEMS** | | | | | | | | | | | | | | | |
| | To CONSIDER and APPROIVE employee salaries for the forthcoming year | Approve | Annually | Chair | Clerk | | ■ | | | | | | | | |
| | To CONSIDER and APPROVE the internal auditor for the forthcoming year | Approve | Annually | Clerk | Clerk | | | | | | | | | | ■ |
| | To CONSIDER a draft Precept for the forthcoming year | Consider | Annually | Clerk | Clerk | ■ | | | | | | | | | ■ |
| | To APPPOVE final Precept amount | Approve | Annually | Clerk | Clerk | ■ | | | | | | | | | |
| | To CONSIDER and APPROVE annual insurancece | Approve | Annually | Clerk | Clerk | | | ■ | | | | | | | |
| | To AGREE meeting dates form forthcoming year | Agree | Annually | Clerk | Clerk | | | | | | | | | | ■ |
| | To CONSIDER and APPROVE the Fixed asset register | Approve | Annually | Clerk | Clerk | | ■ | | | | | | | | |
| | To CONSIDER and APPROVE annual direct debits | Approve | Annually | Clerk | Clerk | | | | | ■ | | | | | |
| | To CONSIDER and APPROVE the first draft of the AGAR | Approve | Annually | Clerk | Clerk | | | ■ | | | | | | | |
| | To CONSIDER and APPROVE the annual audit report | Approve | Annually | Clerk | Clerk | | | | | ■ | | | | | |
| | To CONSIDER and APPROVE the final AGAR | Approve | Annually | Clerk | Clerk | | | | | ■ | | | | | |
| | To NOTE the Public Rights dates | Note | Annually | Clerk | Clerk | | | | | ■ | | | | | |
| | To REVIEW and APPROVE risk register | Approve | Annually | Clerk | Clerk | ■ | | | | | | | | | |
| | POLICY REVIEW: Model Councillor Code of Conduct | Approve | Annually | Clerk | Clerk | | ■ | | | | | | | | |
| | POLICY REVIEW: Standing orders | Approve | Annually | Clerk | Clerk | | | ■ | | | | | | | |
| | POLICY REVIEW: Financial regul;stions | Approve | Annually | Clerk | Clerk | | | | ■ | | | | | | |
| | POLICY REVIEW: Planning statement | Approve | Annually | Clerk | Clerk | | | | | | ■ | | | | |
| | POLICY REVIEW: Co-option ploicy | Approve | Annually | Clerk | Clerk | | | | | | | ■ | | | |
| | POLICY REVIEW: Grant policy | Approve | Annually | Clerk | Clerk | | | | | | | | ■ | | |
| | POLICY REVIEW: Document rentention policy | Approve | Annually | Clerk | Clerk | | | | | | | | | ■ | |
| | POLICY REVIEW: Information and data protection policy | Approve | Annually | Clerk | Clerk | | | | | | | | | | ■ |
| | POLICY REVIEW: Fredom of information policy | Approve | Annually | Clerk | Clerk | | | | | | | | | | ■ |
| | POLICY REVIEW: Website and social media policy | Approve | Annually | Clerk | Clerk | | | | | | | | | | ■ |
| **ANNUAL MEETING ITEMS** | | | | | | | | | | | | | | | |
| **1** | **Formalities** | | | | | | | | | | | | | | |
| 1a | To NOTE any received apologies for absence and DECIDE whether to accept any such apologies | Note | Annually | All | All | | | | ■ | | | | | | |
| 1b | To RECEIVE declarations of interest in items on the agenda (In accordance with the Local Code of Conduct to receive any | Receive | Annually | All | All | | | | ■ | | | | | | |
| **2** | **Minutes and matters arising** | | | | | | | | | | | | | | |
| 2a | To APPROVE the Minutes of the Previous Annual Meeting | Receive | Annually | Chair | Chair | | | | ■ | | | | | | |
| **3** | **Annual Report by the Chair** | | | | | | | | | | | | | | |
| 3a | To RECEIVE a report form the Chair in respect of the previous year | Receive | Annually | Chair | Chair | | | | ■ | | | | | | |
| **4** | **Election** | | | | | | | | | | | | | | |
| 4a | To ELECT a Chair and Vice Chair for the forthcoming year | Elect | Annually | Clerk | Clerk | | | | ■ | | | | | | |
| **5** | **Questions from the parishioners/electorate** | | | | | | | | | | | | | | |
| 5a | The Chair will take questions from the floor | Receive | Annually | Chair | Chair | | | | ■ | | | | | | |