The **ANNUAL MEETING** will be

held at the Kennet Valley Hall on

**Monday 15th** **May 2023** at **6.30pm.**

Members of the Public will only be permitted to participate for a maximum of 15 minutes at the start of the meeting.

**Public Participation – Questions and comments from the public.**

##### AGENDA

1. **ELECTION OF CHAIR**

###### APOLOGIES FOR ABSENCE

To receive, and consider for approval, apologies for absence and reasons given.

1. **CO-OPTION**
2. **DECLARATION OF ACCEPTANCE OF OFFICE**

All councillors are reminded of the requirement to register their disclosable pecuniary interests and (if applicable) those of their spouse/civil partner/person with whom they are co-habiting as if they were their spouse or civil partner. This must take place within 28 days of the member’s appointment.

1. **ITEMS TO BE TAKEN IN PRIVATE SESSION**

To determine which items, if any, on the agenda should be taken with public excluded.

1. **DECLARATIONS OF INTEREST & DISPENSATIONS**

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Kennet Valley Parish Council’s Code of Conduct.

1. **ELECTION OF VICE CHAIR**
2. **APPOINTMENTS TO OTHER POSITIONS:**
* **Planning Committee:** Chair & all councillors
* **Parish Assets Working Group:** Chair, councillors from Lockeridge, West Overton & Fyfield
* **Rights of Way:** Councillor representative
* **Traffic/Police:** Councillor representative
* **CEV & Defibrillators:** Councillor Volunteer & 2 representatives
* **Finance Committee:**  Chair, Ex Officio - PC Chair & V Chair, PA Chair & 2 councillors
* **Legal:** Councillor representative
* **Staffing Committee:** Chair & 2 councillors
* **Communications/Press:** Councillor representative
* **Youth Club Working Group:** Chair, 2 councillors, other members
* **KVH:** Councillor representative
* **School:**  Councillor representative
* **MAB:**  Councillors to rotate
* **Avebury WHS Steering Group:** Councillor representative
1. **MINUTES OF THE PREVIOUS MEETING**

To approve and authorise the minutes of the meeting of the Council held on 6th March 2023 and the Annual Parish meeting held on 24th April 2023.

1. **REPORTS**

Reports are taken as read. An opportunity to ask questions on the reports and to receive any further updates.

1. **CLERK’S REPORT**

To receive a report from the Clerk with updates on any outstanding issues and to provide dates for the Council Meetings in 2024.

1. **PARISH ASSETS**

Peacock Field – progress on fencing and gate

Commemorative Tree plaque – decision to buy a post marker or attach to Sarsen Stone.

1. **STAFFING COMMITTEE**

Clerk’s Contract – Updated Contract to be signed by Clerk.

1. **STANDING ORDERS & POLICY DOCUMENTS REVIEW**

To review and approve revised Standing Orders, Communications Protocol, Document Retention and Role of Working Groups.

Planning Procedure - to discuss and revise.

1. **REPORTS FROM OTHER BODIES**
* **KVH –** future care of memorial trees
* **Avebury World Heritage Site Steering Committee** - update from last meeting
1. **FINANCE**

 To confirm the Clerks expects her annual income to be below the current tax threshold for PAYE.

To remind Councillors of their need to inform the Monitoring Office of any gifts over £25.

To approve payments of outstanding and retrospective BACS.

To review the Asset Register.

1. **COMMUNICATIONS**

Items for UKN inclusion

1. **AGENDA ITEMS FOR THE NEXT MEETING - 26th JUNE 2023**

AGAR,Budget, Policy Document reviews to include Code of Conduct, Peacock Field and to fill appointments to positions not filled at this meeting.

**PRESS AND PUBLIC ARE WELCOME TO ATTEND**