

FRPC Parish Council for The Farnhams

To: All Farnham Royal Parish Councillors

YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF FARNHAM ROYAL PARISH COUNCIL ON MONDAY 22 MAY 2023 AT 6.30 P.M. IN FARNHAM COMMON VILLAGE HALL, VICTORIA ROAD, FARNHAM COMMON, SL2 3NJ

The meeting is open to the public and press and the first 15 minutes will be reserved, if required, for public comment. We have a policy on recording of meetings. Please apply to the Clerk for details.

Declarations of Interest: Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest or a prejudicial interest in any item of business as defined in the Code of Conduct.

AGENDA

- 1 To elect a Chairman (and Declaration of Acceptance of Office)
- 2 To elect a Vice Chairman
- 3 Apologies for absence
- 4 To receive declarations of interest from Members
- 5 To confirm the minutes of the meeting held on 24 April 2023
- 6 Matters Arising (not covered elsewhere on the agenda - for information only)
 - 6.1 Update on Neighbourhood Plan
 - 6.2 Update on Community Speedwatch
 - 6.3 Update on demolition of the old Guide Hut
 - 6.4 Update on residents' request to remove shrubs and a tree at Farnham Common Sports Club
 - 6.5 Update on settlement of dilapidations under the lease for the old office
 - 6.6 Update on new Parish Council office lease
- 7 To review:
 - 7.1 Standing Orders
 - 7.2 Code of Conduct
 - 7.3 Asset Register
 - 7.4 Risk Assessment
 - 7.5 Finance Regulations
 - 7.6 Information & Data Protection Policy
- 8 To review delegation arrangements
- 9 To review the terms of reference of the Finance Committee and appoint members
- 10 To consider disbanding the following Working Groups:
 - 10.1 Projects Working Group
 - 10.2 Contracts Working Group
- 11 To review the terms of reference of the Planning Working Group and appoint members
- 12 To make the following appointments:
 - 12.1 Data Protection Officer

- 12.2 Lead Councillor – Finance and Contracts
 - 12.3 Lead Councillor – Planning
 - 12.4 Lead Councillor – Projects
 - 12.5 Lead Councillor - Highways
 - 12.6 Lead Councillor – Woodlands and Grasslands
 - 12.7 Lead Councillor – Community
 - 12.8 Lead Councillor – Wellbeing
 - 12.9 Lead Councillor – Environment
- 13 To review the terms of reference and appoint a representative(s) on the Neighbourhood Plan Steering Group
- 14 To appoint representatives on the following Outside Bodies and agree arrangements for reporting back:
- 14.1 Burnham Beeches Community Board and its Action Groups
 - 14.2 Farnham Common Sports Club
 - 14.3 Farnhams Magazine
 - 14.4 Burnham Beeches and Stoke Common Consultation Group
 - 14.5 South Bucks Association of Local Councils
- 15 To confirm arrangement for insurance cover in respect of all insurable risks
- 16 To review the Council's and Clerk's subscriptions
- 17 To agree meeting dates and times for parish council meetings and committee meetings up to May 2024
- 18 Finance:
- 18.1 To consider proposals for Kingsway Green
 - 18.2 To consider a funding request from Burnham Beeches Rotary for Orchard Day
 - 18.3 To consider quote for annual flagpole service
 - 18.4 To consider purchasing replacement battery for defibrillator at Farnham Common Sports Club
 - 18.5 To approve payments and note receipts, as per the cashbook
 - 18.6 To consider the 2022/23 Annual Accounts
- 19 Planning:
- 19.1 To ratify comments on recent applications
 - 19.2 To note recent planning decisions
- 20 To consider the addition of amended statements to certain historic documents in response to the Rectification Notice pursuant to Article 16 UK GDPR.
- 21 Any Other Business (for information only)
- 22 Next Parish Council meetings:
- Full Council on 26 June 2023 at 7.30pm at Farnham Royal Village Hall
 - Full Council on 24 July 2023 at 7.30pm at Farnham Common Village Hall

Signed: *Judith Hall*
Clerk

Dated: 17 May 2023