

BUBBENHALL PARISH COUNCIL



Locum Clerk : Louise Baudet
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29th December 2021

TO : All Councillors, Bubbenhall Parish Council

Dear Councillor

You are hereby summoned to attend a meeting of Bubbenhall Parish Council at Bubbenhall Village Hall on Tuesday 4th January 2022 at 7.30pm.

Due to the Covid-19 pandemic, recent guidance from Warwickshire Association of Local Councils suggests that Parish Councils should not currently be meeting and that for the purpose of setting a budget and Precept, the January Agenda should be a single Agenda item with the minimum number of Councillors attending to be quorate. Please could Councillors liaise with the Chair to decide which Councillors should attend and I would suggest using a criteria of length of service and finance training as determining factors, should there be more than the quorate number of Councillors wishing to attend.

Yours faithfully

Louise Baudet
Locum Clerk to the Parish Council

Members of the public and press are welcome to attend

A G E N D A

1. Apologies : to receive apologies and approve reasons for absence
2. Public participation : to adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration at the discretion of the Chair. If members of the public wish to raise issues which are not on the Agenda, they should notify the Clerk 5 working days prior to the meeting. Members of the public may not take part in the Parish Council meeting itself

3. Declarations of interest
 - 3.1 Councillors are reminded of the need to update their Register of Interest
 - 3.2 To declare any personal interests or prejudicial interests in items on the Agenda and their nature
 - 3.3 To receive, consider and approve any requests for dispensation relating to Agenda items
4. Finance
 - 4.1 To receive and approve bank reconciliation
 - 4.2 To receive financial forecast to end of financial year 2021/22
 - 4.3 To receive and approve proposed Parish Council budget and Precept for 2022/23
 - 4.4 To approve Accounts for Payment, including retrospective authorisation for purchases
 - 4.5 To approve all Councillors to be added as signatories on Parish Council bank account (Lloyds)
 - 4.6 To appoint Internal Auditor
 - 4.7 To appoint Payroll Services provider
5. Delegation of powers – in the event of face to face meetings not being permitted due to Covid19, in order for the Parish Council to meet its statutory obligations or avoid fines, approval for delegation of powers to the Chair and Clerk for:
 - 5.1 Payment of accounts (with retrospective authorisation and recording)
 - 5.2 Submission of statutory returns and forms
 - 5.3 Taking any action in relation to urgent matters that come to the attention of the Council
6. Planning – to give further consideration and response to planning application W/21/1370 Baginton Airport and agree representation at WDC Planning Committee on 11th January 2022