



The **Annual Meeting of Kirby Muxloe Parish Council** will be held on **Thursday 5th May 2022** at **Kirby Muxloe Parish Council**, Station Road, Kirby Muxloe commencing at **7pm** for the transaction of the below business.

All members of the Council are required to attend.

R. Atkinson  
Parish Clerk

Dated: 29th April 2022

#### **AGENDA**

- 1 **To elect a Chairman of the Council and to receive the declaration of acceptance of office**
- 2 **To elect a Vice Chairman of the Council and to receive the declaration of acceptance of office**
- 3 **To receive apologies for absence**
- 4 **To receive any declarations of pecuniary and non-pecuniary interests to any matter pertaining to the agenda and to consider dispensations**
- 5 **To approve and sign**
  - i. the closed minutes of the meeting held on 24<sup>th</sup> March
  - ii. the minutes of the extraordinary meeting held on 11<sup>th</sup> April
  - iii. the minutes/closed minutes of the meeting held on 14<sup>th</sup> April
- 6 **To receive a Report from Leicestershire County Council**  
(15 minutes are set aside)

- 7 **To receive a Report from Blaby District Council**  
(15 minutes are set aside)
- 8 **Public Participation**  
(15 minutes are set aside for parishioners to raise issues and ask questions)
- 9 **To review the draft Meeting Schedule for 2022-23**
- 10 **To review and agree the Terms of Reference and Remit of Working Parties**
  - i. Leisure, Parks and Cemetery Committee
  - ii. Planning Committee
  - iii. 'The Byways' Committee
  - iv. Events Working Party
- 11 **To consider the membership of Committees and Working Parties**
  - i. Leisure, Parks and Cemetery Committee
  - ii. Planning Committee
  - iii. 'The Byways' Committee
  - iv. Events Working Party
- 12 **To appoint Representatives to Outside Bodies**
  - i. Kirby Muxloe Village Hall
  - ii. Kirby Muxloe Library and Community Hub
  - iii. Lubbethorpe Progress Group
- 13 **To approve the Meeting Schedule for 2022-23**
- 14 **To review and agree**
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Code of Conduct
  - iv. Cheque signatories/online banking
  - v. Risk Management Schedule
  - vi. Asset Register
  - vii. Arrangements for insurance cover
  - viii. Current policies/procedures
  - ix. Annual subscriptions
  - x. Key holders
- 15 **To receive the Clerks report**
  - i. To verify all payments and note the income since the previous meeting
  - ii. To verify and authorise the Payments Schedule
  - iii. To verify the Bank Reconciliation
  - iv. To verify Income and Expenditure to date

- 16 **To note any other business**  
(This item should only be used to register future agenda items or items that are solely for information only. No issues requiring a decision or with a financial implication can be raised)

**PROPOSED FOR CLOSED SESSION**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100 and 102, members of the public and press are likely to be excluded from the meeting at this point due to the confidential nature of the business

- 17 **To consider staffing matters**
- 18 **To receive an update on Freedom of Information Requests and to consider ongoing matters**
- 19 **To confirm the date and place of next meeting.**