



Council Offices  
Community Way  
Croxley Green  
Rickmansworth  
Herts WD3 3PW  
01923 710250

[www.croxleygreen-pc.gov.uk](http://www.croxleygreen-pc.gov.uk) / [info@croxleygreen-pc.gov.uk](mailto:info@croxleygreen-pc.gov.uk) / [@CroxleyGreenPC](https://twitter.com/CroxleyGreenPC)

7 May 2020

**To: Cllrs Emily Benner, Adam Birch, Nigel Cole, Andrew Gallagher, Susan Hughes, Martin Jacob, Harry Kyriakou, Chris Mitchell, David Montague, Karen Taylor, David Tobin, Cliff Vassiliou, Tony Walker, Derek Wallington, Anita Yeung.**

You are summoned to attend the following meeting:

### **ANNUAL MEETING**

to be held on

**Thursday 14<sup>th</sup> May 2020 at 8:15pm**

Online using Zoom.

If Members of the public wish to make representation or watch proceedings, then please contact the Clerk for details on how to join.

A handwritten signature in black ink that reads 'Ryan H. Bennett'.

Ryan Bennett  
**Clerk to Croxley Green Parish Council**

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### **AGENDA**

**AGM156/20 Election of Chairman**

To receive proposals for the Office of Chairman of the Council and elect a Chairman for the year 2020-2021.

**AGM157/20 Acceptance of Office**

To receive the Chairman's declaration of acceptance of office.

**AGM158/20** To record those present and apologies for absence.

**AGM159/20 Minutes**

To receive and, if so decided, approve as a correct record the Minutes of the Annual Meeting held on Thursday 16 May 2019.

**AGM160/20 Election of Vice Chairman**

To receive proposals for the Office of Vice Chairman of the Council and elect a Vice Chairman for year 2020-2021.

**AGM161/20 Appointment and Composition of Committees**

AGM161.1/20 To appoint the following Standing Committees in accordance with Standing Order 19.5:

- Finance and Administration

- HR and Compliance Committee
- Leisure, Events & Environment
- Planning and Development
- Any other Committee

AGM161.2/20 To appoint Committee Members to the Standing Committees in accordance with Standing Order 19.4.4 subject to Standing Orders 19.8 and 19.9.

**AGM162/20 Chairman and Vice Chairman of Standing Committees**

The Council to recess while Committees (except for the Finance and Administration Committee and the HR and Compliance Committee) elect Committee Chairmen and Vice Chairmen.

The Council to reconvene, receive verbal committee reports on their constitution for the year 2020-2021 and Council to confirm the Committees constitution under Standing Order 19.4.6.

**AGM163/20 To Receive Reports from Council Representatives on Outside Bodies 2019/20**

AGM162.1/20 Three Rivers Environmental Forum – Cllrs Adam Birch and Susan Hughes

**AGM164/20 Council Representation on Outside Bodies and Organisations 2020/21**

To consider representatives to Outside Bodies and Organisations.

AGM164.1/20 **Joint Committee of Parish Councils**

(Chairman, Vice Chairman and the Clerk)

AGM164.2/20 **Three Rivers Environmental Forum**

AGM164.3/20 Any Other External Representation

**AGM165/20 Direct Debits and Authorised Signatories**

To note the variable Direct Debit arrangements and to confirm their continuance, namely:

- TRDC Rates;
- British Telecom;
- Affinity Water;
- Castle Water (ex Thames Water);
- E-On;
- Peninsular;
- Shell (fuel for vehicles and equipment);
- Canon UK (photocopier)
- O2
- Microsoft
- To confirm authorised signatories for the Council's Bank Accounts as the Members of the Finance & Administration Committee and the Clerk.
- To confirm that payments may be made by Direct Debit, Cheque, BACS, CHAPS or direct bank to bank transfer to the recipients.

**AGM166/20 Coronavirus Earmarked Reserve**

To establish an earmarked financial reserve for spending related to supporting Croxley Green in response to the Coronavirus pandemic.

**AGM167/20 Coronavirus Working Group – Terms of Reference**

To approve the group's Terms of Reference and Members of the working group from outside the Parish Council – see attached.

**AGM168/20 Council Issued Mobile Phone Policy**

To adopt a policy relating to the issuing of mobile phone devices to members of staff – see attached.

**AGM169/20 Standing Orders & Financial Regulations**

To receive a verbal report from the Clerk on the process of updating the Council's Standing Orders & Financial Regulations

**AGM170/20 Confirmation of Staff Appointment**

To confirm the appointment of a member of staff, following a one-year probationary period.

**AGM171/20 Exclusion of Press and Public**

If Council wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:

“That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraphs 1 to 7 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

**AGM172/20 Staff Salaries**

To receive a verbal report from the Clerk regarding staff salaries at Croxley Green Parish Council– see confidential paper circulated with HR & Compliance Agenda.

**AGM173/20 Closure**