

STOKE ST MICHAEL PARISH COUNCIL

To all Members of Stoke St Michael Parish Council.

You are hereby summoned to the **STOKE ST MICHAEL ANNUAL COUNCIL MEETING** which will take place on Thursday 19th May 2022 at 7.30pm to be followed by the **Monthly Parish Council Meeting**

AGENDA FOR STOKE ST MICHAEL PARISH ANNUAL COUNCIL MEETING.

- 1. Election of Chair**
 - (a) To elect the Chair for the forthcoming year
 - (b) The Chair to sign the Declaration of Office Form
- 2. Election of Vice-Chair**
 - (a) To elect the Vice-Chair for the forthcoming year
- 3. Present**
- 4. Apologies**
- 5. Banking Arrangements**
 - (a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories
- 6. To confirm that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field**
- 7. Insurance Cover**
 - (a) Agree Annual Insurance
 - (b) Agree payment of Annual Insurance – annual premium £397.25
- 8. Asset Register**
 - (a) To approve the Asset Register
- 9. Risk Assessment**
 - (a) To approve the Annual Risk Schedule
- 10. Policies**
 - (a) To review and adopt the Standing Orders
 - (b) To review and adopt the Financial Regulations
 - (c) To review and adopt the Child Protection and Safeguarding Policy
 - (d) To review and adopt the Grants Policy
 - (e) To review and adopt the Volunteer Policy
 - (f) To review and adopt the Dispensation Policy
 - (g) To review and adopt the Code of Conduct
 - (h) To review and adopt the Health and Safety Policy
 - (i) To review and adopt the Email Contact Privacy Notice
 - (j) To review and adopt the Publication Scheme
 - (k) To review and adopt the Public Participation Policy
 - (l) To review and adopt the Freedom of Information Policy
 - (m) To review and adopt the Data Protection Policy
 - (n) To review and adopt the Social Media Policy
 - a. Confirmation the Parish Clerk is the nominated "Webmaster" to maintain and update the Parish Council Website
- 11. Confirm and agree Dates of Future Meetings for the following year**
- 12. Councillors Interests/Responsibilities**
 - (a) Climate Change
 - (b) Planning
 - (c) Finance
 - (d) Highways

- (e) Footpaths
- (f) Quarry Liaison
- (g) Representative on the committee for the Community Playing Field
- (h) Representative on the committee for the War Memorial Hall

13. Accounts for the Year Ending 31st March 2022

- (a) Note the Annual Internal Audit Report from the Internal Auditor
- (b) To approve the Annual Governance Statement of 2020/2021 of the Annual Return
- (c) To approve the Accounting Statement 2020/2021 of the Annual Return
- (d) Notice of Public Rights and Publication of Annual Governance & Accountability Return
- (e) To confirm that the Parish Clerk is also the Responsible Finance Officer.

Next Annual Council Meeting **Thursday 18th May 2023**