

## 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 25<sup>th</sup> May 2023 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
- 8. Risk Assessment**
  - (a) To approve the Annual Risk Schedule
  - (b) To approve the Risk Assessment for Public Areas owned by the Parish Council
  - (c) To approve the Risk Assessment for the Millennium Green and the Lychgate
- 9. 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 Equal Opportunities Policy
  - (i) To review and adopt the Health and Safety Policy
  - (j) To review and adopt the Email Contact Privacy Notice
  - (k) To review and adopt the Publication Scheme
  - (l) To review and adopt the Public Participation Policy
  - (m) To review and adopt the Freedom of Information Policy
  - (n) To review and adopt the Data Protection Policy
  - (o) 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
- 10. Confirm and agree Dates of Future Meetings for the following year**
- 11. Confirm the rota for the monthly Checking of the Lychgate and Millennium Green**
- 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 31<sup>st</sup> March 2023**

- (a) Note the Annual Internal Audit Report from the Internal Auditor
- (b) To approve the Annual Governance Statement of 2022/2023 of the Annual Return
- (c) To approve the Accounting Statement 2022/2023 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 9th May 2024**