

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 9th May 2023 at 7.30pm to be followed by the **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 – The Parish Council renewed a three-year long-term understanding (LTU) with BHIB Insurance Company (now Clear Insurance Company), this will finish in May 2026
- (b) Agree payment of Annual Insurance – The quote for 2024-2025 is £471.93, this is an increase of £38.70 on last year.

8. Risk Assessment

- (a) To approve the Annual Risk Schedule

9. Policies

- (a) To review and adopt the Standing Orders
- (b) To review and adopt the Financial Regulations
- (c) To review and adopt the Code of Conduct

10. Confirm and agree Dates of Future Meetings for the following year

11. 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

12. Accounts for the Year Ending 31st March 2024

- (a) Note the Annual Internal Audit Report from the Internal Auditor
- (b) To approve the Annual Governance Statement of 2023/2024 of the Annual Return
- (c) To approve the Accounting Statement 2023/2024 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 8th May 2025**