

Dear Councillor. You are summoned to the **LEIGH ON MENDIP ANNUAL COUNCIL MEETING** which will take place on Monday 16th May at 7.00pm in the Memorial Hall.

AGENDA FOR LEIGH ON MENDIP 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 Memorial Hall**
- 7 Proposal for the Council to formally adopt the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in that there are at least two thirds of elected members and a qualified clerk.**
- 8 Asset Register**
 - (a) To approve the Asset Register
- 9 Risk Assessment**
 - (a) To approve the Annual Risk Schedule
- 10 Insurance Cover**
 - (a) To agree the Annual Insurance
 - (b) Agree Payment of Annual Insurance - £453.51
- 11 Confirm and agree Dates of Future Meetings for the following year**
- 12 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
 - (d) To review and adopt the Complaints Procedure
 - (e) To review and adopt the Data Protection
 - (f) To review and adopt the Freedom of Information Policy
 - a. Agree payment of the Annual Membership to the Information Commissioners Office - £40 Annual Membership
 - (g) To review and adopt the Document Retention Policy
 - (h) To review and adopt the Equality and Diversity Policy
 - (i) To review and adopt the Publication Scheme
 - (j) To review and adopt the Grievance Policy
 - (k) To review and adopt the Health and Safety Policy
 - (l) To review and adopt the Public Participation at Parish Council Meetings: Open Forum
 - (m) To review and adopt the Recording of Meetings
 - (n) To review and adopt the Recruitment Policy
 - (o) To review and adopt the Volunteer Policy
 - (p) To review and adopt the Grant Policy
 - (q) To review and adopt the Email Privacy Policy
 - (r) To review and adopt the Dispensation Policy and Request Form

(s) To review and adopt the Social Media Policy

- a.** Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section on the website. Chris Cudmore is appointed as the Village Webmaster

13 Finance

(a) To confirm that the Parish Clerk is also the Responsible Finance Officer

14 Councillors Interest/Responsibilities

(a) PCSO

(b) Footpaths

(c) Rangers

(d) Highways

(e) Recreation Field

(f) Quarry

(g) Allotment Association

(h) Cemetery

(i) Memorial Hall

(j) School

Next Annual Council Meeting 15th May 2023