

Dear Councillor. You are summoned to the **LEIGH ON MENDIP ANNUAL COUNCIL MEETING** which will take place on Monday 15th 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, Recreational Field, Open Space and Allotments**
- 7 Risk Assessment**
 - (a) To approve the Annual Risk Schedule
- 8 Confirm and agree Dates of Future Meetings for the following year**
- 9 Insurance Cover**
 - (a) Agree Annual Insurance
 - (b) Agree payment of Annual Insurance
- 10 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 Policy
 - (f) To review and adopt the Freedom of Information Policy
 - a. Agree payment of the Annual Membership to the Information Commissioners Office - £35 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 Health and Safety Policy
 - (k) To review and adopt the Public Participation at Parish Council Meetings: Open Forum
 - (l) To review and adopt the Volunteer Policy
 - (m) To review and adopt the Grant Policy
 - (n) To review and adopt the Email Privacy Policy
 - (o) To review and adopt the Dispensation Policy and Request Form
 - (p) 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

- 11 Accounts for the Year Ending 31st March 2023**
- (a)** Note the Annual Audit Report from the Internal Auditor
 - (b)** To approve the Annual Governance Statement 2022/2023 of the Annual Return
 - (c)** To approve the Accounting Statement 2022/2023 of the Annual Return
 - (d)** Signature of the Exclusion Certificate
 - (e)** Notice of Public Rights and Publication of Annual Governance and Accountability Return
 - (f)** To confirm that the Parish Clerk is also the Responsible Finance Officer
- 12 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 20th May 2024