

LEIGH ON MENDIP PARISH COUNCIL

To all Members of Leigh on Mendip Parish Council

You are hereby summoned to attend the annual meeting of Leigh on Mendip Parish Council for the purpose of transacting the following business.

Joe McGhee, Clerk to the Council

Agenda for the ANNUAL MEETING of LEIGH ON MENDIP PARISH COUNCIL

To be held on Monday, 20th May, 2024 in the Memorial Hall
Starting at 7.00pm

- 1 **Election of Chair**
 - (a) To Elect the Chair for the forthcoming year
 - (b) The Chair to sign the Declaration of Acceptance 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 (Attachment 1)
- 8 **Confirm and agree Dates of Future Meetings for the following year**
- 9 **Insurance Cover**
 - (a) Select preferred bidder and agree payment of annual fee
- 10 **Policies (all policies available for review on the website)**
 - (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
- (q) To agree Asset Register (Attachment 2)
- 11 Accounts for the Year Ending 31st March 2024 (AGAR 2023/24 – Attachment 3)**
 - (a) Note the Annual Audit Report from the Internal Auditor
 - (b) To approve the Annual Governance Statement 2023/24 of the Annual Return
 - (c) To approve the Accounting Statement 2023/4 of the Annual Return
 - (d) Signature of the Exemption Certificate
 - (e) Notice of Public Rights and Publication of Annual Governance and Accountability Return (Attachment 4)
 - (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
 - (k) Local Community Network

Next Annual Council Meeting 19th May 2025