

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, 18th May, 2026 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, Coronation Park and Allotments**
- 7 **Risk Assessment**
 - (a) To approve the Annual Risk Assessment (Attachment 1)
- 8 **Confirm and agree Dates of Future Meetings for the following year**
- 9 **Policies (all existing policies available for review on the website)**
 - (a) To review and adopt the Bring Your Own Device Policy
 - (b) To review and adopt the Code of Conduct
 - (c) To review and adopt the Complaints Policy
 - (d) To review and adopt the Data Protection Policy
 - (e) To review and adopt the Dispensation Policy and Request Form
 - (f) To review and adopt the Document Retention Policy
 - (g) To review and adopt the Email Privacy Policy
 - (h) To review and adopt the Equality and Diversity Policy
 - (i) To review and adopt the Financial Regulations
 - (j) To review and adopt the Freedom of Information Policy
 - (k) To review and adopt the Grants Policy
 - (l) To review and adopt the Health and Safety Policy
 - (m) To review and adopt the IT Policy
 - (n) To review and adopt the Public Participation Policy
 - (o) To review and adopt the Publication Scheme
 - (p) To review and adopt the Social Media Policy
 - (q) To review and adopt the Standing Orders
 - (r) To review and adopt the Volunteer Policy
 - (s) To agree the Asset List (Attachment 2)

10 Financial

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

11 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 17th May 2027