

Shimpling Parish Council
Agenda for Annual Meeting of Parish Council
Monday 15th May 2023 7:00pm to 8:00pm

The Annual Meeting of Shimpling Parish Council¹ will take place at Shimpling Village Hall on Monday 15th May 2023 to transact the following business.

Members are summoned to this meeting. Press and Public are invited to attend.²

Natasha Byford, Proper Officer and Clerk to the Council: shimplingpc@gmail.com

Agenda

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| 1 | Election of Chair and Vice Chair: (s. 15(2) LGA 1972) | 5 mins |
| 2 | To note the Election of Chair and Vice Chair and for all Councillors to sign Declaration of Acceptance of Office | 10 mins |
| 3 | To receive and accept any apologies for absence | 2 mins |
| 4 | To receive any Declarations of Interest from Members: (Localism Act 2011 and related legislation) a) Review of Register of Members' Interest forms b) Review of requirements of Code of Conduct in respect of Declarations of Interest | 5 mins |
| | Public Participation Session <i>This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 10 minutes and 2 mins for any individual</i> | 5 mins |
| 5 | To approve the Minutes of the meeting held on Wednesday 27 th March 2023 (Sched. 12, part 19 (1) and (2), LGA 1972) | 2 mins |
| 6 | To review and adopt Standing Orders reviewed and revised May 2023 | 2 mins |
| 7 | a) To Review and adopt Financial Regulations b) To review and confirm Internal Control arrangements (Model Internal Control Statement and Report) | 2 mins |
| 8 | To review and confirm all Risk Assessments: a) Financial Risk Assessment b) Playground Risk Assessment c) Village Spring Clean Risk Assessment d) Email Addresses Risk Assessment | 5 mins |

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| 9 | To review and confirm the following: a) Code of Conduct b) Complaints Procedure c) Delegation Policy d) General Reserves Policy e) Public Participation Document f) Website Accessibility Statement g) Press and Media Policy | 5 mins |
| 10 | To review and confirm the following Data Protection Policies: a) Privacy Notice b) Data Audit Questionnaire c) Data Protection and Information Management Policy | 4 mins |
| 11 | To appoint an Internal Auditor for 2023/24 | 2 mins |
| 12 | To confirm dates for subsequent ordinary Parish Council meetings during 2023/24 and to set a date for the Annual Parish Assembly and Annual General Meeting of the Council | 2 mins |
| 13 | To review Land/Assets and current Asset Register | 2 mins |
| 14 | To review Insurance Cover | 2 mins |
| | Total Time | 55 mins |

¹ This is a statutory annual meeting required to elect a Chair, ratify and review governance documents and policies.

² Press and broadcast media are permitted by statute to attend and report on all public meetings of a Parish Council under the Public Bodies (Admission to Meetings) Act 1960 and The Openness of Local Government Bodies Regulations 2014 (including filming and recording) unless an application to exclude them from the meeting during the consideration of specific items of business is made and notified in advance as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. It is to be noted that members of the public all have a right to film and record parish council meetings under the same provision. Live commentary may be prevented if it is disruptive.