3rd May 2023

Councillors: You are hereby summoned to attend the Annual Meeting of the Parish Council on **Tuesday 9th May 2023 at 7:15 p.m.** in the Parish Meeting Rooms for the purpose of transacting Parish Council business.The Press and Public are cordially invited. Members of the public and Councillors are advised that the meeting will comply with the Openness of Local Government Bodies Regulations 2014 subject to the efficient running of the meeting not being disrupted.

 ***Pip Davis***

 Clerk/RFO

**PARISH COUNCIL ANNUAL MEETING**

**Venue: Parish Meeting Room**

**9th May 2023**

Join Zoom Meeting

Meeting ID:

Passcode:

**23/114 Apologies for absence**

**23/115 Election of Chairman for the Year 2022/2023**

Chairman to sign Declaration of Office

**23/116 Election of Vice Chairman**

Vice Chairman to sign Declaration of Office

**23/117**  **OPEN MEETING**

An opportunity for individuals present to speak on any items on the agenda for this meeting. The open meeting will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

**23/118 Members’ declaration of interest in items on the agenda**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**23/119 Minutes of Annual Meeting of the Parish Council of 9th May 2022**

To approve minutes of the Annual Meeting of the Parish Council 2022.

**23/120 To confirm Standing Committees of the council**

Finance and Policy, Human Resources, Amenities, Highways & Planning for year 2023/24.

**23/121 Appointment of members to existing committees**

To confirm or change the membership of councillors to Standing Committees for year 2023/24.

**23/122 Review of Terms of Reference and Scheme of Delegation**

To adopt the Terms of Reference and Scheme of Delegation for year 2023/24.

**23/123 Receive reports from Unitary Council - attached**

**23/124 Review and adoption of Standing Orders - attached**To confirm or change the Standing Orders for year 2023/24.

Changes included.

 **23/125 Review and adoption of Financial Regulations - attached**

To confirm or change the Financial Regulations for year 2023/24.

Changes included.

**23/126 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

**23/127 Review of Code of Conduct - attached**

**23/128 Review Effectiveness of Internal Audit - attached**

No changes, included to align with Annual Meeting of the Council

 **23/129 Review Financial Risk Assessment - attached**

No changes, included to align with Annual Meeting of the Council

**23/130 Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council.**

**23/131 Next meeting 15th May 2022 - Full Council Meeting.**