

ASHWICK PARISH COUNCIL

To all Members of Ashwick Parish Council

You are hereby summoned to attend a meeting of Ashwick Parish Council for the purpose of transacting the following business

Kate Egan **Parish Clerk to the Council**

Agenda for the Meeting of

ASHWICK PARISH COUNCIL ANNUAL COUNCIL MEETING

**To be held at Ashwick & Oakhill Village Hall on Wednesday 11th May 2022 at
7.15pm**

AGENDA FOR ASHWICK PARISH COUNCIL ANNUAL 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 Oakhill and Ashwick Village Hall and Playing Fields

7. Asset Register

- (a) To approve the Register

8. Risk Assessment

- (a) To approve the Annual Risk Schedule

9. Policies

- (a) To review and adopt Financial Regulations
- (b) To review and adopt Standing Orders
- (c) To review and adopt the Code of Conduct
- (d) To review and adopt the Volunteer Policy
- (e) To review and adopt the Grant Policy
- (f) To review and adopt the Email Privacy Policy
- (g) To review the Publication Scheme
- (h) To review and adopt the Dispensation Policy
- (i) To review and adopt the Policy on the Use of Amanuenses
- (j) To review and adopt the Community Engagement Policy
- (k) To review and adopt the Complaints Procedure
- (l) To review and adopt the Freedom of Information Policy
- (m) To review and adopt the Health and Safety Policy
- (n) To review and adopt the Public Participation Policy
- (o) To review and adopt the Data Protection Policy
- (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 Website

10. Confirm and agree Dates of Future Meetings for the following year

11. Insurance Cover

- (a) Agree annual insurance
- (b) Agree payment of annual insurance

12. Councillors Interests/Responsibilities

- (a) Somerset Waste
- (b) Schools Liaison
- (c) Finance
- (d) Highways
- (e) Publicity
- (f) Planning
- (g) Footpaths
- (h) Village Litter Pick Up Co-ordinator
- (i) Village Hall
- (j) Farming
- (k) Recreation Field Maintenance
- (l) Environmental Initiatives / Climate Emergency
- (m) Quarry Liaison

13. Accounts for the Year Ending 31st March 2022

- (a) Note the Annual Internal Audit Report from the Internal Auditor
- (b) To approve the Annual Governance Statement 2021/22 of the Annual Return
- (c) To approve the Accounting Statement 2021/22 of the Annual Return
- (d) Signature of Exclusion Certificate
- (e) Notice of Public Rights and Publication of Annual Governance and Accountability Return
- (f) Approval of the Bank Reconciliation for the Year Ending 31st March 2022
- (g) To confirm that the Clerk is also the Responsible Finance Officer.

Next Annual Council Meeting **10th May 2023**