

## **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 10<sup>th</sup> May 2023 at  
7.30pm**

### **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. Risk Assessment**

- (a) To approve the Annual Risk Schedule

#### **8. 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 Community Engagement Policy
- (j) To review and adopt the Complaints Procedure
- (k) To review and adopt the Freedom of Information Policy
- (l) To review and adopt the Health and Safety Policy
- (m) To review and adopt the Public Participation Policy
- (n) To review and adopt the Data Protection Policy
- (o) 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

#### **9. Confirm and agree Dates of Future Meetings for the following year**

**10. Insurance Cover**

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

**11. 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

**12. Accounts for the Year Ending 31<sup>st</sup> 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) To confirm that the Clerk is also the Responsible Finance Officer.

Next Annual Council Meeting **8<sup>th</sup> May 2024**