

# WHESSOE PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of WHESSOE PARISH COUNCIL which will be held on MONDAY 23<sup>RD</sup> MAY 2022 at 7 PM in WHESSOE PARISH HALL, Harrowgate Village, DL1 3AA for the purpose of transacting the business listed in the agenda below.

## AGENDA

Item	Subject	Owner	Time
1	<b>Election of Officers:</b> <ul style="list-style-type: none"> <li>Chair and vice-chair</li> <li>Hall Committee</li> <li>Social Committee</li> </ul>	All All All	5 mins 5 mins 5 mins
2	<b>Introductions:</b> <ul style="list-style-type: none"> <li>Apologies: to receive apologies and approve reasons for absence.</li> </ul>	SG	5 mins
3	<b>Public participation:</b> <ul style="list-style-type: none"> <li>Residents are invited to give their views and comments to the Parish Council on issues on this agenda.</li> </ul>		
4	<b>Declarations of interest:</b> <ul style="list-style-type: none"> <li>To notify of any item on the agenda in which you may have an interest.</li> </ul>	All	5 mins
5	<b>Minutes of meeting held on 28<sup>th</sup> March 2022:</b> <ul style="list-style-type: none"> <li>To approve and sign the minutes as an accurate record.</li> <li>Update on action points.</li> </ul>	All Clerk	15 mins
6	<b>Planning:</b> <ul style="list-style-type: none"> <li>Log of current planning applications – to note the latest position.</li> <li>Progress on acquisition of an interest in the Green.</li> <li>Traffic issues on Burtree Lane and A167.</li> </ul>	Clerk	10 mins
7	<b>Parish Councillor vacancies:</b>		
8	<b>Clerk and Responsible Finance Officer:</b> <ul style="list-style-type: none"> <li>Staff Committee Update</li> </ul>	DW	5 mins
9	<b>Finance:</b> <ul style="list-style-type: none"> <li>Quarterly Audit Report.</li> <li>End of Year Financial and Budget Statement 2021-22.</li> <li>Asset Register – to review and approve the register.</li> <li>To approve the direct debits for the year.</li> <li>Bank Reconciliation April 2022.</li> <li>Financial and Budget Statement 2022-23</li> </ul>	TM Clerk All All FM/SD Clerk	30 mins
10	<b>Annual Governance &amp; Accountability Return 2021-22:</b> <ul style="list-style-type: none"> <li>Internal Audit – to receive and note the internal audit report.</li> <li>To approve the Annual Governance Statement and Accounting Statements.</li> <li>To approve the AGAR 2021-22.</li> </ul>	Clerk All All	20 mins
11	<b>Insurance:</b> <ul style="list-style-type: none"> <li>To receive and approve quotations for the annual insurance.</li> </ul>	All	5 mins
12	<b>Review and approval of Council protocols and policies:</b> <ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>	Clerk	10 mins

	<ul style="list-style-type: none"> <li>• Complaints Procedure</li> <li>• Data Protection Policy</li> <li>• Disciplinary Policy</li> <li>• Equal Opportunities Policy</li> <li>• Financial Regulations</li> <li>• Fire Risk Assessment</li> <li>• FOI Publication Scheme</li> <li>• Grievance Policy</li> <li>• Health and Safety Risk Assessment</li> <li>• Key Holding Policy</li> <li>• Record Management, Retention and Disposal Policy</li> <li>• Risk Management Policy &amp; Plan</li> <li>• Social Media Policy</li> <li>• Standing Orders</li> </ul>		
13	<b>Correspondence:</b>	Clerk	5 mins
14	<b>Council Matters:</b>		
15	<b>Events and Training:</b> <ul style="list-style-type: none"> <li>• Events – Queen’s Jubilee.</li> <li>• Training</li> </ul>	All Clerk	10 mins
16	<b>Marketing and Social Media:</b> <ul style="list-style-type: none"> <li>• Web Design – change of ownership</li> </ul>	Clerk	5 mins
17	<b>Whessoe Parish Hall Committee:</b> <ul style="list-style-type: none"> <li>• Update from Parish Hall Committee</li> <li>• Contracts - update</li> <li>• Hall Bookings – update</li> </ul>	SG Clerk Clerk	10 mins
18	<b>Social Committee:</b> <ul style="list-style-type: none"> <li>• Update from the Social Committee.</li> </ul>	FM	5 mins
19	<b>Date of future meetings:</b> <ul style="list-style-type: none"> <li>• Discussion about frequency and dates.</li> </ul>	All	10 mins

CONTACT

Signed:

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**The Press and Public are very welcome to attend this meeting.**