

WHESSOE PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of WHESSOE PARISH COUNCIL which will be held on MONDAY 24TH MAY 2019 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	Election of Officers: <ul style="list-style-type: none"> Chair and vice-chair Hall Committee Social Committee 	All All All	5 mins 5 mins 5 mins
2	Introductions: <ul style="list-style-type: none"> Apologies: to receive apologies and approve reasons for absence. 	SG	5 mins
3	Public participation: <ul style="list-style-type: none"> Residents are invited to give their views and comments to the Parish Council on issues on this agenda. 		
4	Declarations of interest: <ul style="list-style-type: none"> To notify of any item on the agenda in which you may have an interest. 	All	5 mins
5	Minutes of meeting held on 22nd March 2021: <ul style="list-style-type: none"> To approve and sign the minutes as an accurate record. Update on action points. 	All Clerk	15 mins
6	Planning: <ul style="list-style-type: none"> Log of current planning applications – to note the latest position. Progress on acquisition of an interest in the Green. 	Clerk	5 mins
7	Parish Councillor vacancies: <ul style="list-style-type: none"> An update on progress to co-opt a Councillor. 	All	5 mins
8	Clerk and Responsible Finance Officer: <ul style="list-style-type: none"> Training – update. 	All	5 mins
9	Finance: <ul style="list-style-type: none"> Quarterly Audit Report. Bank Reconciliation 2020-21. Financial and Budget Statement 2020-21. Asset Register – to review and approve the register. To approve the direct debits for the year. Bank Reconciliation April 2021 Financial and Budget Statement 2021-22 	TM FM/SD Clerk All All FM/SD Clerk	30 mins
10	Annual Governance & Accountability Return 2020-21: <ul style="list-style-type: none"> Internal Audit – to receive and note the internal audit report. To approve the Annual Governance Statement and Accounting Statements. To approve the AGAR 2020-21. 	Clerk All All	20 mins
11	Insurance: <ul style="list-style-type: none"> To receive and approve quotations for the annual insurance. 	All	5 mins
12	Review and approval of Council protocols and policies: <ul style="list-style-type: none"> Code of Conduct 	Clerk	30 mins

	<ul style="list-style-type: none"> • Complaints Procedure • Data Protection Policy • Disciplinary Policy • Equal Opportunities Policy • Financial Regulations • Fire Risk Assessment • FOI Publication Scheme • Grievance Policy • Health and Safety Risk Assessment • Key Holding Policy • Record Management, Retention and Disposal Policy • Risk Management Policy & Plan • Social Media Policy • Standing Orders 		
13	General Data Protection Regulations: <ul style="list-style-type: none"> • Update on Action Log. 	Clerk	10 mins
14	Correspondence:	Clerk	5 mins
15	Council Matters: <ul style="list-style-type: none"> • Local Council Award Scheme – progress. • Equal Opportunities Policy – Councillor Training. 	Clerk	5 mins
16	Forward and Backward Look: <ul style="list-style-type: none"> • Feedback from Meetings/Events/Training. • Future Training/Events. 	All Clerk	5 mins
17	Marketing and Social Media:		
18	Whessoe Parish Hall Committee: <ul style="list-style-type: none"> • Update from Parish Hall Committee • Contracts - update • Hall Bookings – update 	SG Clerk Clerk	10 mins
19	Social Committee: <ul style="list-style-type: none"> • Update from the Social Committee. 	FM	5 mins
19	Date of future meetings: <ul style="list-style-type: none"> • Discussion about frequency and dates. 	All	10 mins

CONTACT

Signed:

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