



FINSTALL PARISH COUNCIL

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NOTICE OF ANNUAL PARISH COUNCIL MEETING Thursday 25th May 2023, 7.00pm at St Godwalds Church Hall

Elected members are summoned to attend this annual meeting to transact the business as set out on the following pages.

Elected parish council members:

Norman Hewer, Molly Molloy, Wendy Molloy, Christine Orr-Cooper, Rosemarie Ryan, Caroline Spencer, Will Taylor.

The meeting is open to members of the public who are welcome to address the council at agenda item 8 (Public Forum) at which point comments and questions may be put to the meeting regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion. No further representation may be made at any other time in this meeting.

A G E N D A

1. **ELECTION of CHAIRMAN**
Election of Chairman for the year to the next annual council meeting and declaration of acceptance of office of chair.
2. **To record completion of all members' declaration of acceptance of office forms.** If not completed, to then record the date by which they are to be completed.
3. **To receive any apologies for absence.**
4. **Declarations of interest:**
 - a) Register of Interests: All councillors are required to complete a new Register for online publication within 28 days of taking office.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature.
5. **To consider any request from a councillor for a dispensation to be allowed to stay in the meeting after declaring an interest.** Such request must be in writing and delivered to the Clerk before the meeting starts.
6. **Election of vice-Chairman.**

- 7. To complete annual business as per existing Standing Orders**
- i. To appoint representatives to outside bodies.
 - ii. To appoint committees and sub-committees.
 - iii. To consider the payment of any subscriptions falling to be paid annually.
 - iv. To inspect any deeds and trust investments in the custody of the Council as required.
 - v. To read and consider the minutes of the previous council meeting and after consideration to approve the signature of those minutes by the person presiding as a correct record.
 - vi. To deal with business expressly required by statute to be done.
 - a) Appointment of Internal Auditor.**
 - b) Declaration of exemption from external audit.**
 - c) Approval of the Annual Governance Statement.**
 - d) Approval of the Annual Accounting Statements.**
 - vii. To dispose of business, if any, remaining from the last meeting.
 - viii. To receive such communications as the person presiding may wish to lay before the Council.
 - ix. To answer questions from Councillors.
 - x. To receive and consider reports and minutes of committees.
 - xi. To receive and consider resolutions or recommendations in the order in which they have been notified:
 - a) To adopt the new Members' Code of Conduct.**
 - b) Review and update of Standing Orders.**
 - c) Review and update of Financial Regulations.**
 - d) Approval of the Chairman's allowance for 2023/24.**
 - e) Review and approve bank mandate arrangements.**
 - f) Review existing direct debit or standing order payments.**
 - g) Agree dates of ordinary council meetings for 2023-24.**
 - xii. To authorise the sealing of documents.
 - xiii. If necessary, to authorise the signing of orders for payment.
 - xiv. Any other business specified in the summons.
- 8. Public Forum.**
- a) An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
 - b) County and District Councillors and community representatives are invited to present an update on their activities.
- 9. Approval of bills for payment.**
Schedule to be provided.
- 10. To comment on any planning consultations notified by the Planning Authority.**
- 11. To determine staffing arrangements.**
If discussion is likely to relate to personal matters, the meeting may be closed to the public to ensure protection of personal data.
Public Bodies (Admission to Meetings) Act 1960.
- 12. DATE OF NEXT MEETING:**
The date, time and venue of the next meeting of Finstall Parish Council is to be decided.