



St Peter the Great County Parish Council

Parish Council Office, St. Peter's Village Hall, St. Peter's Drive, Worcester WR5 3TA

You are hereby summonsed to attend the **Annual Meeting of the Parish Council** on **Thursday 9th May 2024 at 19:30** in St Peter's Village Hall Worcester WR5 3TA. The business to be transacted is set out in the agenda below. This meeting will immediately follow on from the Annual Parish Meeting and members of the public are invited to attend.

Agenda for the Annual Meeting of the Parish Council

- 1) **Election of Chairman:** To receive nominations and elect a chairman. The duly elected Chairman will immediately take the Chair, complete the obligatory declaration, and may serve for one year.
- 2) **Election of Vice Chairman:** To receive nominations and elect a Vice Chairman to serve for one year.
- 3) **Apologies for Absence:** To receive apologies and approve reasons for absence.
- 4) **Declarations of Interest:** To receive declarations of interest on matters before the council and to consider requests for Councillor dispensation.
- 5) **Adoption of Minutes:** Minutes of the meeting of the Parish Council held on 11th April 2024.
- 6) **Casual Vacancy:** Council will consider nominees available and may co-opt new members to serve for the current electoral term.
- 7) **Public Participation:** The meeting will be temporarily adjourned to consider any submissions from the public.
- 8) **Report from District & County Councillors:** (by invitation of the Chairman).
- 9) **Councillors Portfolios:** The Council has previously adopted a policy of no formal Committees and has instead agreed and allocated portfolios / responsibilities for individual members, supported where necessary by Working Parties. The council needs to formally review that policy and if it is renewed then proceed to allocate and agree Portfolio/Responsibilities for the coming year. Members may wish to renew the current allocation en bloc or defer consideration to the next meeting.

- 10) **Standing Orders and Financial Regulations:** Review and adoption of appropriate Standing Orders and Financial Regulations.
- 11) **Arrangements with other Authorities:** Review of arrangements, including any charters with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- 12) **External Representation:** Review of representation on or with external bodies and arrangements for reporting back, including the nomination and appointment of two councillors to serve on the Worcester City Council Standards Committee.
- 13) **Inventory:** Review of inventory of land and assets including buildings and office equipment.
- 14) **Insurance Cover:** Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 15) **Memberships:** Review of the Council's and/or employees' memberships of other bodies.
- 16) **Complaints Procedure:** Review and confirmation of the Council's complaints procedure.
- 17) **Information Handling Procedures:** Review and confirmation of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- 18) **Communications Policy:** Review and confirmation of the Council's policy for dealing with all communications.
- 19) **Code of Conduct:** Review and confirmation of the Council's policy for Councillor governance.
- 20) **Strategic Principles:** Review and confirmation of the Council's strategic principles.
- 21) **Recruitment and Appointment Policy and Procedure:** Review and confirmation of the Council's recruitment policy.
- 22) **Co-option procedure:** Review and confirmation of the Council's procedure for co-opting new Councillors.
- 23) **Meeting Dates & Times:** Setting the dates, times, and place of ordinary meetings of the full Council for the year ahead. In addition to the annual meeting, the minimum number of ordinary meetings shall be three.
- 24) **Financial Report:**
 - a) To receive a report from the Clerk on the current financial position of the Council.

b) To approve the following payments, including those made since the last meeting under delegated authority. The Clerk will also submit for approval for payment any additional invoices that may be received in the period between the issue of the agenda and the commencement of the meeting of the council.

Amount	Payable To	Reason for Payment

c) To note that the schedule of due payments, covering payments that arise on a regular basis as a result of a continuing contract or obligation, was reviewed and adopted in March 2024.

25) **Correspondence & Administrative Matters:** To receive a report from the Clerk on correspondence to the council and other pertinent administrative matters.

26) **Portfolio Holder Reports:** Portfolio holders may provide verbal updates to council with agreement from the Chairman.

27) **Confirm date of next meeting:** Subject to council decision under item 24 above.