

# PATRINGTON PARISH COUNCIL

CHAIR: COUNCILLOR HELEN MURPHY

PARISH CLERK / RFO:

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8<sup>th</sup> May 2024

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Patrington Parish Council to be held at **Patrington Village Hall** on **Monday 13th May 2024** at the conclusion of the Annual Parish Meeting to transact the business on the agenda below.

Yours faithfully,

*D Chapman*

Diane Chapman

(Clerk to Patrington Parish Council)

**PATRINGTON ANNUAL MEETING OF PATRINGTON PARISH COUNCIL**

**AGENDA – 13<sup>th</sup> May 2024**

**1) ELECTION OF CHAIR**

To elect a Chair for the forthcoming year.

**2) ELECTION OF VICE CHAIR**

To elect a Vice Chair for the forthcoming year

**3) DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLOR**

All Councillors to complete Declaration of Acceptance of Office of Councillor form after uncontested election.

**4) APOLOGIES**

To receive any apologies for absence and to consider giving consent for individual councillors to be absent from this meeting.

**5) DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

Members to declare any interest in items on the agenda and the nature of such interest and for the Council to determine if that interest could be prejudicial.

**6) ANNUAL APPOINTMENTS**

To confirm the following appointments:-

- i. External Auditors – Littlejohn LP
- ii. Internal Auditor – Mr R Dixon

**7) ANNUAL MEMBERSHIP**

To review and confirm, or otherwise, membership of the following:-

- i. Society of Local Council Clerks for the Clerk.

**8) COUNCIL COMMITTEE CHAIR**

To review the Council's Committee Chairmen. The current Chair is:-

- a. Cemetery and Churchyard – Cllr A Tuniewicz
- b. Personnel – Cllr D. Snaith

**9) COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

To review the Council's representatives on various outside bodies. The current representatives are:-

- a. Village Hall – Cllr D Snaith.
- b. Playing field and Recreation Club – Cllr R Snaith
- c. SHAPE – Cllr T Bearpark

**10) REVIEW OF GOVERNANCE AND OTHER DOCUMENTS**

To review or confirm and adopt the following:-

- i. Standing Orders – Previously circulated, no amendments proposed pending Council consideration of Internal Auditor's report at monthly meeting.
- ii. Code of Conduct – Previously circulated, no amendments proposed.
- iii. Financial Regulations – Previously circulated, no amendments proposed pending Council consideration of Internal Auditor's report at monthly meeting.
- iv. Asset Register - Previously circulated, no amendments proposed pending Council consideration of Internal Auditor's report at monthly meeting.
- v. General Privacy Notice - Previously circulated, no amendments proposed pending Council consideration of Internal Auditor's report at monthly meeting.
- vi. Risk Assessment - Previously circulated, no amendments proposed pending Council consideration of Internal Auditor's report at monthly meeting

**11) MEETINGS**

To agree dates of meeting of the Council for the ensuing year (attached).

End of Agenda