

SUMMONS

The **Annual Meeting** of the Parish Council will be held at Heptonstall Social & Bowling Club on **Tuesday 16 May 2023** commencing at **7.30 p.m.**

AGENDA

(This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business)

Members' Disclosable Pecuniary Interests relating to Agenda items for this meeting : to be declared prior to consideration of the appropriate item

1. **Signature of Declarations of Office of all members present, and decide date by which absent members should sign**
2. **Election of Council Chairman for the year 2023/24**
3. **Signature of Declaration of Office of Chairman**
4. **Election of Vice Chairman for the year 2023/24**

5. **Apologies of absence and reasons**

6. **Welcome to Hannah Sherriff- Jackson upon taking up duties of Clerk & RFO to Heptonstall Parish Council**

7. **Declaration of Vacancies (2) to be filled by Co-option at 4 July 2023
Monthly Meeting**

8. **Election of Responsible Finance Officer, Deputy to Responsible Finance Officer, Internal Auditor, Publicity Officer & Risk Assessor, Parish Newsletter compiler & reviewer**

9. **Election of Committee members :**
 - **Finance Committee**
 - **Staffing Committee**
 - **Planning Committee**
 - **Rights of Way Committee**
 - **Heptonstall Visitor Experience Working Group**

10. Election of Chairmen and Vice Chairmen of each Committee by respective members of :

- **Finance Committee**
- **Staffing Committee**
- **Planning Committee**
- **Rights of Way Committee**
- **Heptonstall Visitor Experience Working Group**

11. Election of representatives to serve on external bodies

12. Confirmation of persons empowered to sign cheques (2 signatures required)

13. Continued Approval of (January 2019) Standing Orders

14. Continued Approval of (January 2019) Council's Financial Regulations

15. Review of Delegation arrangements

16. Continued Approval of (April 2019) Terms of Reference for Committees

17. Approval of Council's Policies and Procedures

18. Approval of General Data Protection Regulations policies

19. Clerk's assurance of compliance with Pension Auto-Enrolment and PAYE Real Time Initiative (verbal report)

20. Approval of dates/times/venues of meetings to May 2023 (including Annual Assembly of the Parish Meeting)

21. Requirement to Comply with Code of Conduct + Register of Financial Interests : a reminder to all members by The Clerk

RMGreenwood

Clerk