

SUMMONS

The **Annual Meeting** of the Parish Council will be held at **Heptonstall Social & Bowling Club**, Acre Lane, Heptonstall on **Tuesday 14 May 2024** 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 or other Interests relating to Agenda items for this meeting: to be declared prior to consideration of the appropriate item

1. **Election of Council Chairman for the year 2024/25**
2. **Signature of Declaration of Office of Chairman**
3. **Election of Vice Chairman for the year 2024/25**
4. **Apologies of absence and reasons: to note apologies and consider whether any reasons are 'Approved Reasons for Absence'**
5. **Election of:**
 - **Responsible Finance Officer**
 - **Deputy to Responsible Finance Officer**
 - **Internal Auditor**
 - **Publicity Officer & Risk Assessor**
 - **Parish Newsletter compiler & reviewer**
6. **Election of Committee Members:**
 - **Finance Committee**
 - **Staffing Committee**
 - **Planning Committee**
 - **Rights of Way Committee**
 - **Heptonstall Visitor Experience Working Group**
7. **Election of Chairmen and Vice Chairmen of each Committee by respective members of:**
 - **Finance Committee**
 - **Staffing Committee**

- **Planning Committee**
 - **Right of Way Committee**
 - **Heptonstall Visitor Experience Working Group**
- 8. Election of Representatives to serve on external bodies**
 - 9. Approval of amended Standing Orders***
 - 10. Approval of amended Financial Regulations***
 - 11. Confirmation of persons empowered to sign cheques/approve payments (2 required)**
 - 12. Review of Delegation arrangements**
 - 13. Continued Approval of (April 2019) Terms of Reference for Committees**
 - 14. Approval of Council's Policies and Procedures**
 - 15. Approval of General Data Protection Regulations policies**
 - 16. Clerk's assurance of compliance with Pension Auto-Enrolment and PAYE Real Time Initiative (verbal report)**
 - 17. Approval of dates/times/venues of meetings to May 2025 (including Annual Assembly of the Parish Meeting)**
 - 18. Requirement to Comply with Code of Conduct + Register of Financial Interests: a reminder to all members by the Clerk**

*Circulated separately

H. Sherriff-Jackson

Clerk

Heptonstall Parish Council