

Winkleigh Parish Council.

Notice is hereby given that the Annual Meeting of the Parish Council will be held on Wednesday the 18th of May 2022 at 7.30pm at Winkleigh Community Centre.

All Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.
Members of the public are welcome to attend – there is not

AGENDA

A1.5.22: Election of the Chair

Completion of acceptance of office forms to be signed in presence of clerk before next meeting.

A2.5.22: Election of Vice-Chair

Completion of acceptance of office forms to be signed in presence of clerk before next meeting.

A3.5.22: Welcome: (Chair)

Chair to formally open the Meeting and inform the meeting if an audio recording is being taken.

A4.5.22: Apologies for Absence to be received and considered for approval (Chair)

A5.5.22: Declaration of Interests (Chair)

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated.

A6.5.22: WPC Governance Policies Annual Review

- a) Cllrs to approve or defer for revision the Standing Orders of the Council
- b) Cllrs to approve or defer for revision the Financial Regulations of the Council
- c) Cllrs to approve or defer for revision the Code of Conduct

A7.5.22: Scheme of Delegation

Cllrs to consider for approval or revision the current Scheme of Delegation.

A8.5.22: Terms of Reference and Committee Membership

Cllrs to consider the current Terms of Reference for approval or revision, and to consider the membership of the Employment Committee.

A9.5.22: Working Groups Roles, Responsibilities, and Membership

Cllrs to consider the current Internal Working Groups, External Working Groups, and their scope or responsibilities, also to consider membership of these groups, these including but not limited to the following internal groups:

- d) Finance & Audit Group
- e) Asset & Asset Maintenance Group
- f) Bungalow Group
- g) Tidy Group
- h) Emergency Plan Group
- i) Standing Order Group

And the following, but not limited to external groups or representatives:

- j) Planning Group,

- k) **Community Centre Reps**
- l) **Village Hall Reps**
- m) **Sports Centre Reps**
- n) **School Reps**
- o) **YPC Reps**

A10.5.22: Council Annual Insurance Review

Cllrs to consider for approval the current quote provided by BHIB of £823.07 for continued insurance coverage, to commence from the 1st of June, and to raise any issues with said coverage – *important documents sent to Cllrs.*

A11.5.22: Banking Review

Cllrs to discuss current banking arrangements and any potential alterations – *Cllrs to look especially at switching to Unity Bank.*

A12.5.22: Financial Matters

Cllrs to consider for approval the Financial Schedule, and to consider for approval the Internal Audit Report for submission to External Auditor (PKF).

A13.5.22: Meeting Dates 2022-23

Cllrs to discuss the current meeting dates for the coming year.

A14.5.22: Review of Asset Register

Cllrs to consider current Asset Register for approval or revision.

A15.5.22: Review of General Council Procedures

Cllr to consider for review, or approval, of the following policies:

- p) **Freedom of Information Obligations**
- q) **Data Protection Obligations**
- r) **Dealing with press/media**
- s) **Complaints and Grievance Procedure**

A16.5.22: Other Reviews

Cllrs to consider for approval, consideration, or deferment until review of Standing Orders, the following:

- t) **Council's expenditure under S.137**
- u) **Subscriptions to other bodies**
- v) **Minutes of Previous Meeting – 04/05/2022**

A17.5.22: Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2).

- w) **Resolution required to move the Council into Part II.**
- x) **Cllrs to discuss Confidential Staffing Matters, including delegated authority to council employment committee. (Chair) contains sensitive information under employment law.**
- y) **Chair to return the meeting to public session to hear resolutions**

