

# **LITTLE GLEMHAM PARISH COUNCIL**

## **Notice of Meeting**

**To members of the Council:** Your attendance is required at the Annual of Little Glemham Parish Council meeting which will be held in the Village Hall

**Tuesday 10 May 2022 at 19:00**

Alistair Besly, Parish Clerk

## **AGENDA**

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|----|--|-------|
| 1  | <b>Election of Chair</b>   | Frank |
| 2  | <b>Election of Vice Chair</b>  | Chair |
| 3  | <b>Delivery of Acceptance of Office forms</b>  | Clerk |
| 4  | <b>Attendees</b> <b>From the Council</b>   | Chair |
|    | <b>From the Public</b>   | Chair |
| 5  | <b>Apologies</b>   | Chair |
| 6  | <b>Declaration of Interest</b>   | Chair |
| 7  | <b>Public Speaking</b> Members of the public may speak for 3 mins per subject at the discretion of the Chair   | Chair |
| 8  | <b>Confirmation of Minutes</b> To approve and sign the Minutes of the Council meeting on 8 March 2022  | Chair |
| 9  | <b>Review of year end Bank Reconciliation</b>  | Clerk |
| 10 | <b>Review of the Councils expenditure incurred under s.137</b> of the Local Government Act 1972  | Clerk |
| 11 | <b>Approve the Certification of Exemption</b>  | Clerk |
| 12 | <b>Review and approval</b> of Annual Governance and Accounting Review (AGAR)   | Clerk |
| 13 | <b>Review and Approval</b> of Internal Control Statement   | Clerk |
| 14 | <b>Review of delegation arrangements to staff</b> - See Financial Regulations - <i>No Change proposed</i>  | Chair |
| 15 | <b>Review and adoption</b> of standing orders and financial regulations - <i>No Change proposed</i>  | Chair |
| 16 | <b>Review of inventory</b> of land and assets including buildings and office equipment;  | Chair |
| 17 | <b>Confirmation of arrangements for insurance cover</b> in respect of all insured risks: summary to be circulated  | Chair |
| 18 | <b>Review of the council's and/or staff subscriptions</b> to other bodies - <i>SALC, ICO</i>   | Chair |
| 19 | <b>Review</b> of the council's complaints procedure - <i>No Change proposed</i>  | Chair |
| 20 | <b>Review</b> of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - <i>No Change proposed</i>  | Chair |
| 21 | <b>Review</b> of the council's policy for dealing with the press/media - <i>No Change proposed</i>   | Chair |
| 22 | <b>Review of the Councils employment policies</b> and procedures including:<br><b>Privacy Notice</b> for Employees and officials - <i>No Change proposed</i><br><b>Member/Officer Protocol</b> - <i>No Change proposed</i>   | Chair |
| 23 | <b>Review</b> of the Councils remaining policies and procedures including:<br><b>Code of Conduct</b> - <i>New code proposed. to be circulated</i><br><b>GDPR Management</b> - <i>No Change proposed</i><br><b>Privacy Notice General</b> - <i>No Change proposed</i><br><b>Risk Assessments and Safeguarding</b> - <i>No Change proposed</i> | Chair |
| 24 | <b>Finance Report</b> and bank reconciliation May 2022   | Clerk |
| 25 | <b>Payments</b> Payments Schedule to be circulated with Finance Report   | Clerk |
| 26 | <b>Confirm the time and place</b> of ordinary meetings of the full council up to and including the next annual meeting of full council   | Chair |
| 27 | <b>Date of next meeting:</b>   | Chair |