

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

Wednesday 10 May 2023 at 18:00

Alistair Besly, Parish Clerk

AGENDA

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| 1 | Election of Chair | Chair |
| 2 | Delivery of Acceptance of Office forms | Clerk |
| 3 | Attendees | Chair |
| | From the Council | Chair |
| | From the Public | Chair |
| 4 | Apologies | Chair |
| 5 | Declaration of Interest | Chair |
| 7 | Public Speaking Members of the public may speak for 3 mins per subject at the discretion of the Chair | Chair |
| 8 | Confirmation of Minutes To approve and sign the Minutes of the Council meeting on 12 April 2023 | Chair |
| 9 | Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 | Clerk |
| 10 | Review of delegation arrangements to staff - See Financial Regulations - <i>No Change proposed</i> | Chair |
| 11 | Review of inventory of land and assets including buildings and office equipment; | Chair |
| 12 | Confirmation of arrangements for insurance cover in respect of all insured risks: summary to be circulated | Chair |
| 13 | Review of the council's and/or staff subscriptions to other bodies - <i>SALC, ICO</i> | Chair |
| 14 | Proposal to approve and adopt the following governance documents: <i>There are no changes proposed from the published documents</i> | Chair |
| 14.1 | Standing Orders | |
| 14.2 | Financial Regulations | |
| 14.3 | Code of Conduct | |
| 14.4 | Complaints procedure | |
| 14.5 | Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 | |
| 14.6 | Policy for dealing with the press/media | |
| 14.7 | GDPR Management | |
| 14.8 | Privacy Notice General | |
| 14.9 | Privacy Notice for Employees and officials | |
| 14.1 | Risk Assessments | |
| 14.11 | Safeguarding | |
| 14.12 | Member/Officer Protocol | |
| 15 | Finance Report and bank reconciliation May 2022 | Clerk |
| 16 | Payments Payments Schedule to be circulated with Finance Report | Clerk |
| 17 | Confirm the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council | Chair |
| 18 | Date of next meeting: | Chair |