

WESTBURY SUB MENDIP PARISH COUNCIL

To all Members of Westbury Sub Mendip Parish Council

You are hereby summoned to attend a meeting of Westbury Sub Mendip Parish Council for the purpose of transacting the following business

Kate Egan Parish Clerk to the Council

Agenda for the Meeting of WESTBURY SUB MENDIP ANNUAL COUNCIL MEETING To be held at the Village Hall on Wednesday 3rd May 2023 at 7.00pm.

AGENDA FOR WESTBURY SUB MENDIP ANNUAL COUNCIL MEETING

1 Election of Chair

- (a) To elect the Chair for the forthcoming year
- (b) The Chair to sign the Declaration of Office Form

2 Election of Vice-Chair

- (a) To elect the Vice-Chair for the forthcoming year.

3 Present

4 Apologies

5 Banking Arrangements

- (a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.

6 To confirm that the Parish Council are Custodian Trustees of the Robert Glanville Playing Fields and Westbury Sub Mendip Village Hall

7 Proposal to renew the Zoom subscription for another year for use by the Community

8 Risk Assessment

- (a) To approve the Annual Risk Schedule

9 Policies

- (a) To review and adopt the Standing Orders
- (b) To review and adopt the Financial Regulations
- (c) To review and adopt the Code of Conduct
- (d) To review and adopt the Grant Policy
- (e) To review and adopt the Dispensations Policy
- (f) To review and adopt the Public Participation Policy
- (g) To review and adopt the Publication Scheme
- (h) To review and adopt the Equal Opportunities Policy
- (i) To review and adopt the Health and Safety Policy
- (j) To review and adopt the Volunteer Policy
- (k) To review and adopt the Dark Skies Policy
- (l) To review and adopt the Westbury Sub Mendip Website Change Control Policy
- (m) To review and adopt the Data Protection Policy
- (n) To review and adopt the Email Privacy Policy
- (o) To review and adopt the Freedom of Information Policy
- (p) To review and adopt the Child Protection and Safeguarding Policy
- (q) To review and adopt the Co-option of Parish Councillors Policy

10 Confirm and agree Dates of Future Meetings for the following year

11 Confirmation the Parish Clerk is the nominated "Webmaster" to maintain and update the Parish Council section of the website. Mark Smith is appointed as the village "Webmaster".

12 Councillors Interests/Responsibilities

- (a) Trustee and Committee Member of Robert Granville Playing Field Trust – two members required.
- (b) Representative for the Village Hall Committee – two members required

13 Accounts for the Year Ending 31st March 2023

- (a) Note the Annual Internal Audit Report from the Internal Auditor
- (b) To approve the Annual Governance Statement 2022/2023 of the Annual Return
- (c) To approve the Accounting Statement 2022/23 of the Annual Return
- (d) Signature of Exclusion Certificate
- (e) Notice of Public Rights and Publication of Annual Governance and Accountability Return
- (f) Approval of the Bank Reconciliation for the Year Ending 31st March 2023
- (g) To confirm that the Clerk is also the Responsible Finance Officer

Next Annual Council Meeting Wednesday 1st May 2024