**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

**Rachel Spiller 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 1st May 2024 at 7.00pm.**

**AGENDA FOR WESTBURY SUB MENDIP ANNUAL COUNCIL MEETING**

1. **Election of Chair**
2. To elect the Chair for the forthcoming year
3. The Chair to sign the Declaration of Office Form
4. **Election of Vice-Chair**
5. To elect the Vice-Chair for the forthcoming year.
6. **Present**
7. **Apologies**
8. **Banking Arrangements**
9. To agree the ‘banking arrangements’ for the year and to agree any changes to the nominated signatories.
10. **To confirm that the Parish Council are Custodian Trustees of the Robert Glanvile Playing Fields and Westbury Sub Mendip Village Hall**
11. **Proposal to renew the Zoom subscription for another year for use by the Community**
12. **Risk Assessment**
13. To approve the Annual Risk Schedule
14. **Policies**
15. To review and adopt the Standing Orders
16. To review and adopt the Financial Regulations
17. To review and adopt the Code of Conduct
18. To review and adopt the Grant Policy
19. To review and adopt the Dispensations Policy
20. To review and adopt the Public Participation Policy
21. To review and adopt the Publication Scheme
22. To review and adopt the Equal Opportunities Policy
23. To review and adopt the Health and Safety Policy
24. To review and adopt the Volunteer Policy
25. To review and adopt the Dark Skies Policy
26. To review and adopt the Westbury Sub Mendip Website Change Control Policy
27. To review and adopt the Data Protection Policy
28. To review and adopt the Email Privacy Policy
29. To review and adopt the Freedom of Information Policy
30. To review and adopt the Child Protection and Safeguarding Policy
31. To review and adopt the Co-option of Parish Councillors Policy
32. **Confirm and agree Dates of Future Meetings for the following year**
33. **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”.**
34. **Councillors Interests/Responsibilities**
35. Trustee and Committee Member of Robert Granville Playing Field Trust – two members required.
36. Representative for the Village Hall Committee – two members required
37. **Accounts for the Year Ending 31st March 2024**
38. Note the Annual Internal Audit Report from the Internal Auditor
39. To approve the Annual Governance Statement 2023/24 of the Annual Return
40. To approve the Accounting Statement 2023/24 of the Annual Return
41. Signature of Exclusion Certificate
42. Notice of Public Rights and Publication of Annual Governance and Accountability Return
43. Approval of the Bank Reconciliation for the Year Ending 31st March 2024
44. To confirm that the Clerk is also the Responsible Finance Officer

**14. To confirm date of Next Annual Council Meeting**