

# Slaley Parish Council

Ian Stevens  
Chair of Slaley Parish Council  
Winter House,  
Slaley,  
Northumberland,  
NE47 0AA.  
Tel:- 07395 566997  
email slaleypc@gmail.com

6<sup>th</sup> May 2024

I hereby give notice that the **ANNUAL MEETING OF SLALEY PARISH COUNCIL** will be held on **MONDAY 13<sup>th</sup> MAY 2024** in **SLALEY COMMEMORATION HALL** at **7.00 pm** to which you are summoned for the transaction of the following business.

Signed...**Ian Stevens** (Chair of Slaley Parish Council)

## AGENDA

1. **ELECTION OF CHAIR** (Declaration of Acceptance of Office to be signed)
2. **ELECTION OF VICE CHAIR** (Declaration of Acceptance of Office to be signed)
3. **APOLOGIES FOR ABSENCE**
4. **MEMBERS DISCLOSURE OF INTERESTS**
5. **AGREEING THE MINUTES OF THE LAST MEETING** (dated 9<sup>th</sup> May 2023)
6. **ADOPT CODE OF CONDUCT**
7. **ADOPT STANDING ORDERS**
8. **ADOPT DATA PROTECTION POLICY**
9. **ADOPT GRANTS POLICY**
10. **ADOPT ADVERTISING POLICY**
11. **FULFILLING VOLUNTEER ROLES**
  - a) Councillor to represent the Parish Council on the Commemoration Hall Committee
  - b) Councillor to prepare brief for Slaley News of Parish Council business
  - c) Councillor to become custodian of the Defibrillator
  - d) Councillor to manage social media activity

- e) Councillor to manage Parish website
- f) Councillor to act as contact for Community Play Area

**12. FORMATION OF SUB-COMMITTEES**

- a) Proposal to establish a *Slaley Parish Grass Cutting* sub-committee to review current arrangements and make proposals for the future (including the election of a chairperson and identification of Council members)
- b) Proposal to establish a sub-committee to review how the Council best services the needs of its community (including the election of a chairperson and identification of Council members)
- c) Proposal to establish a sub-committee to review the part the Community Play Area fulfils within the community and the relationship that exists between interested parties in relation to it (including the election of a chairperson and identification of Council members)

**13. TO REVIEW AND APPROVE ANNUAL RISK ASSESSMENT**

The risk assessment was approved at the Parish Council meeting of 8<sup>th</sup> April 2024, minuted item 9 d.

**14. TO REVIEW AND APPROVE THE 'YEARLY PLANNER'**

**15. TO REVIEW BANKING ARRANGEMENTS AND CONFIRM AUTHORISED SIGNATORIES**

**16. TO RECEIVE YEAR END ACCOUNTS**

**17. TO COMPLETE THE ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2024 AND THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

**18. TO DETERMINE DATES, TIME AND PLACE OF COUNCIL MEETINGS FOR 2024/25**