

# Longhirst Parish Council

## Annual Parish Council Meeting

\*7pm on TUESDAY, 18 MAY 2021

### AGENDA

[Agendas are also available online](#)

Join Zoom Meeting: <https://us02web.zoom.us/j/88020222644>

\*The start time indicated is for guidance only. This meeting will follow on immediately after the closure of the preceding meeting (so it may start earlier or later than the time stated). Anyone wishing to attend is advised to be present in good time, or equally they may need to wait for the meeting to start.

- 1 APOLOGIES**
- 2 ACCEPTANCE OF OFFICE**
  - 2.1 [Signing acceptance of office as Councillor](#) - deadline within 2 months
  - 2.2 Extension for signing Acceptance form
  - 2.3 [Expenses declaration](#) - deadline 03 Jun
  - 2.4 Declaration of interests - deadline 07 Jun
  - 2.5 Returning forms to Northumberland County Council
- 3 ELECTION OF CHAIR AND VICE CHAIR**
  - 3.1 Chair
  - 3.2 Vice Chair
  - 3.3 Formal thanks to previous Councillors
- 4 SCHEDULE OF MEETINGS 2021/22**
  - 4.1 Six month rule reminder
- 5 ALLOCATION OF ROLES**
  - 5.1 Notice Boards updated:
    - War Memorial (Ancroft) / Bus Stop
    - Colliery & Ulgham Lane
    - Micklewood
- 6 MEMBERSHIP OF PARISH COUNCIL SUB-COMMITTEES**

(eg Planning?)
- 7 PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

If applicable
- 8 REQUEST FOR REPRESENTATIVES FROM OUTSIDE BODIES**
  - 8.1 Residents' Associations
- 9 BANK MANDATE (review of signatories)**
- 10 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21**

**([AGAR, Part 2](#))**

  - 10.1 [Asset Register](#)

- 10.2 [Annual Accounts 20/21](#), inc Bank Rec, Bank Statements: [Current](#) & [Deposit](#)
- 10.3 [Internal Auditor's Notes](#)
- 10.4 Certificate of Exemption (see AGAR p3)
- 10.5 Internal Audit Formal Report (see AGAR p4)
- 10.6 Annual Governance Statement (see AGAR p5)
- 10.7 Accounting Statement (see AGAR p6)
- 10.8 [Exercise of Public Rights](#)

## **11 REVIEW OF POLICIES & PROCEDURES**

- 11.1 [Structure diagram](#) (to be updated)
- 11.2 Contact details for Parish Councillors and Clerk (updated)
- 11.3 [Risk Management Policy](#) and [Schedule](#) (for review)
- 11.4 [Anonymous correspondence policy](#) (new)
- 11.5 [Casual Vacancy](#) (no changes)
- 11.6 [Code of Conduct](#) (no changes)
- 11.7 [Complaints](#) (no changes)
- 11.8 [Data Protection & Subject Access](#) (no changes)
- 11.9 [Disciplinary Policy](#) (no changes)
- 11.10 [Document Retention](#) (no changes)
- 11.11 [Donations](#) (suggest putting this online)
- 11.12 [Financial Regulations](#) (no changes)
- 11.13 [Grievance Policy](#) (no changes)
- 11.14 [Personal Data Information Asset Register](#) (no changes)
- 11.15 [Public Participation at Meetings](#) (no changes)
- 11.16 [Records Management](#) (no changes)
- 11.17 [Role of Councillor](#) (no changes)
- 11.18 [Social Media Guidance](#) (no changes)
- 11.19 [Standing Orders](#) (no changes)
- 11.20 Three-Year Rolling Strategic Action Plan (covered under Annual Parish meeting)

[FOI Publication Scheme](#) (all of the above are available from this document)

## **12 ANY OTHER BUSINESS**