

# Longhirst Parish Council

## Annual Parish Council Meeting

\*7pm on TUESDAY, 05 MAY 2022

### AGENDA

[Agendas are also available online](#)

\*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 ELECTION OF CHAIR AND VICE CHAIR**
  - 2.1 Chair
  - 2.2 Vice Chair
- 3 [SCHEDULE OF MEETINGS 2022/23](#)**
  - 3.1 Six month rule reminder
- 4 ALLOCATION OF ROLES**
  - 4.1 Responsibility for updating notice boards
  - 4.2 Other roles
- 5 PARISH COUNCIL SUB-COMMITTEES**

Discussion if any are required
- 6 PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

Parish Association representative for Village Hall Management Committee
- 7 REQUEST FOR REPRESENTATIVES FROM OUTSIDE BODIES**
  - 7.1 Residents' Associations: Longhirst Hall, Micklewood Close, Longhirst Colliery
- 8 BANK MANDATE (review of signatories)**
- 9 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22**  
**([Draft AGAR, Part 2](#))**
  - 9.1 [Asset Register](#)
  - 9.2 [Annual Accounts 20/21, inc Bank Rec, & Bank Statements: Current & Deposit](#)
  - 9.3 Internal Auditor's Notes
  - 9.4 Certificate of Exemption (see AGAR p3)
  - 9.5 Internal Audit Formal Report (see AGAR p4)
  - 9.6 Annual Governance Statement (see AGAR p5)
  - 9.7 Accounting Statement (see AGAR p6)
  - 9.8 [Exercise of Public Rights](#)
- 10 REVIEW OF POLICIES & PROCEDURES**

- 10.1 [FOI Publication Scheme](#) (all of the adopted policies & procedures are available from this document)
- 10.2 [Structure diagram](#) - may require updating
- 10.3 [Contact details for Parish Councillors and Clerk](#) - check for accuracy
- 10.4 [Role of Councillor](#) (no changes)
- 10.5 Parish Council Plan (covered under Annual Parish meeting)
- 10.6 [Anonymous correspondence policy](#) (no changes)
- 10.7 [Casual Vacancy](#) (no changes)
- 10.8 [Code of Conduct](#) (no changes)
- 10.9 [Complaints](#) (no changes)
- 10.10 [Data Protection & Subject Access](#) (no changes)
- 10.11 [Disciplinary Policy](#) (no changes)
- 10.12 [Document Retention](#) (no changes)
- 10.13 [Donations](#) (suggest putting this online)
- 10.14 [Financial Regulations](#) - may require changes as a result of internal audit
- 10.15 [Grievance Policy](#) (no changes)
- 10.16 [Personal Data Information Asset Register](#) (no changes)
- 10.17 [Public Participation at Meetings](#) (no changes)
- 10.18 [Records Management](#) (no changes)
- 10.19 [Social Media Guidance](#) (no changes)
- 10.20 [Risk Management Policy](#) and [Schedule](#) - schedule for discussion / review
- 10.21 [Standing Orders](#)- may require changes as a result of internal audit
- 10.22 Additional policies required: Health & Safety Policy, Equality & Diversity Policy - to follow at a future meeting

## 11 ANY OTHER BUSINESS