



Longhirst Parish Council

Annual Parish Council Meeting

*7.30pm on TUESDAY, 04 MAY 2023

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.

The following Councillors are summoned to attend this meeting: Cllr Peter Coates, Cllr Glen Fahy, Cllr Peter Lovering, Cllr Chris Marr, Cllr Jon Mills, Cllr Janet Quinn, Cllr Richard Tordoff

- 1 APOLOGIES**
- 2 ELECTION OF CHAIR AND VICE CHAIR**
 - 2.1 Chair
 - 2.2 Vice Chair
- 3 [SCHEDULE OF MEETINGS 2023/24](#)**
 - 3.1 Six month rule reminder
- 4 ALLOCATION OF ROLES**
 - 4.1 Responsibility for updating notice boards
 - 4.2 Other roles
- 5 PARISH COUNCIL COMMITTEES**

Consideration if any committees are required, such as for Planning
- 6 PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**
 - 6.1 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 FIELD TENANCY AGREEMENT**
 - 9.1 [New lease](#) for acceptance; new fee structure to be agreed

- 10 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23
([AGAR, Form 2](#))**
- 10.1 [Asset Register](#)
 - 10.2 [Annual Accounts 22/23, inc Bank Rec, & Bank Statements](#)
 - 10.3 Certificate of Exemption (see AGAR p3)
 - 10.4 Annual Internal Audit Report (see AGAR p4)
 - 10.5 Annual Governance Statement (see AGAR p5)
 - 10.6 Accounting Statement (see AGAR p6)
 - 10.7 [Exercise of public rights](#)
- 11 REVIEW OF POLICIES & PROCEDURES**
- 11.1 [FOI Publication Scheme](#) (inc links to all adopted policies & procedures)
 - 11.2 [Structure diagram](#) - check for accuracy
 - 11.3 [Contact details for Parish Councillors and Clerk](#) - check for accuracy
 - 11.4 [Role of Councillor](#) (no changes)
 - 11.5 [Parish Council Plan](#) (covered under Annual Parish meeting)
 - 11.6 [Anonymous correspondence policy](#) (no changes)
 - 11.7 [Casual Vacancy](#) (no changes)
 - 11.8 [Code of Conduct](#) (no changes)
 - 11.9 [Complaints](#) (no changes)
 - 11.10 [Data Protection & Subject Access](#) (no changes)
 - 11.11 [Disciplinary Policy](#) (no changes)
 - 11.12 [Document Retention](#) (no changes)
 - 11.13 [Donations](#)
 - 11.14 [Equality & Diversity Policy](#) (no changes)
 - 11.15 [Financial Regulations](#) - may require changes as a result of internal audit
 - 11.16 [Grievance Policy](#) (no changes)
 - 11.17 [Health & Safety Policy \(NEW\)](#)
 - 11.18 [Learning & Development Policy](#), inc Review of Training (and [Training Log](#))
 - 11.19 [Personal Data Information Asset Register](#) (no changes)
 - 11.20 [Public Participation at Meetings](#) (no changes)
 - 11.21 [Records Management](#) (no changes)
 - 11.22 [Risk Management Policy](#) inc discussion/review of [Schedule](#)
 - 11.23 [Scheme of Delegation](#) (no changes)
 - 11.24 [Standing Orders \(NEW version\)](#)
 - 11.25 [Social Media Guidance](#) (no changes)
 - 11.26 [Volunteering Policy](#) (no changes)