



Longhirst Parish Council

Annual Parish Council Meeting

*7.45pm on TUESDAY, 09 MAY 2024

Longhirst Colliery Recreation Hall

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 2024/25**
 - 3.1 Six month rule reminder
- 4 DECLARATION OF INTERESTS FORMS - individuals to review**
- 5 ALLOCATION OF ROLES**
 - 5.1 Responsibility for updating notice boards
 - 5.2 Other roles
- 6 PARISH COUNCIL COMMITTEES**

Consideration if any committees are required, such as for Planning
- 7 PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**
 - 7.1 Parish Association representative for Village Hall Management Committee
- 8 REQUEST FOR REPRESENTATIVES FROM OUTSIDE BODIES**
 - 8.1 Residents' Associations: Longhirst Hall, Micklewood Close, Longhirst Colliery
- 9 BANK MANDATE**
 - 9.1 Review of signatories
 - 9.2 Application for view-only banking access

- 10 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 (AGAR, Form 2)**
- 10.1 [Annual Accounts 23/24](#), inc Bank Rec, & Bank Statements - for approval & signature
- 10.2 [Asset Register](#) - to note
- 10.3 Annual Internal Audit Report - to note
- Approvals:*
- 10.4 [Annual Governance Statement - for approval](#)
- 10.5 Accounting Statement - for approval
- 10.6 Certificate of Exemption - for approval
- Signatures:*
- 10.7 Annual Governance Statement - form signed
- 10.8 Accounting Statement - form signed
- 10.9 Exercise of public rights - dates announced and form signed
- 10.10 Certificate of Exemption - form signed
- 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
- 11.6 Anonymous correspondence policy (no changes)
- 11.7 Casual Vacancy (no changes)
- 11.8 Code of Conduct (no changes)
- 11.9 [Complaints & Habitual & Vexatious](#) policies updated - [see report](#)**
- 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 - additional annex for adoption**
- 11.15 Financial Regulations - may require changes as a result of internal audit
- 11.16 Grievance Policy (no changes)
- 11.17 [Health & Safety Policy](#)**
- 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](#) (updated)
- 11.23 Scheme of Delegation (no changes)
- 11.24 [Standing Orders](#)**
- 11.25 Social Media Guidance (no changes)
- 11.26 Volunteering Policy (no changes)