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**Councillors are summoned to, and the public is given notice of, the Annual meeting of Newstead Parish Council to be held at 7.30pm on Wednesday 8th May 2024 at the Newstead Centre, Tilford Road**

Jane Johnson – Acting Newstead Parish Clerk

### **Agenda**

- 23.16 Election of the Chairman and signing of 'Declaration of Office'
- 23.17 To replace Chairman's expenses with grant to be awarded at Chairman's discretion.
- 23.18 Election of the Vice Chairman
- 23.19 To receive and approve apologies for absence
- 23.20 Declaration of Members' interests for this meeting
- 23.21 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
- 23.22 To confirm the minutes of the Parish Council Meeting of the 12<sup>th</sup> April as accurate
- 23.23 Update from the Clerk

### **Annual Meeting business**

- 23.24 Review of the following;
  - a. Standing Orders
  - b. Financial Regulations, including delegated spend to the Clerk & RFO
  - c. Social Media Policy
  - d. Co-option Policy and Application Form
  - e. Grant Policy and Application Form
  - f. The Code of Conduct
  - g. The Council's Risk Assessment
  - h. The Council's and/or staff subscriptions to other bodies
  - i. To agree time and dates of next council meetings
- 23.25 To review the requirement in respect of the following policies:  
Employment Policies (NALC model policies available), a Data Protection Policy, a Freedom of Information Policy and Complaints Policy
- 23.26 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 in 24-25

### **Finance**

- 23.27 To review bank statements and to note/approve payment of invoices received in April 2024
- 23.28 To review the financial summary and budget up to the 30<sup>th</sup> April 2024
- 23.29 To approve the list of regular payments scheduled for 24-25
- 23.30 To approve the quote for the insurance renewal
- 23.31 To review and extend grant awarded to 1<sup>st</sup> Able Scouts group
- 23.32 To approve the Annual Governance documents for year ending 31st March 2024.
  - a) To accept the report from the internal auditor
  - b) The Annual Governance Statement
  - c) To consider, approve and sign the Statement of Accounts
  - d) Annual Governance and Accountability Return

### **General Matters Concerning the Parish**

- 23.33 To discuss jobs for the Lengthsman
- 23.34 To note vacancies on Council
- 23.35 To note and agree tree work at the New Cemetery
- 23.36 To discuss the following:
  - Garden Competition
- 23.40 To confirm the date and time of the next meeting: 12<sup>th</sup> June 2024