Little Staughton Parish Council

Agenda for Annual General Parish Council Meeting

Wednesday 12th May 2021, 7:30pm, In the Chapel Schoolroom.

Item	Detail	Who
1	Election of Chairman.	Chair
2	Signing of Acceptance Form.	
3	Election of Vice-Chairman.	Chair
4	Delivery by Councillors of their declarations of acceptance of office.	
5	Disclosure of interests.	Chair
6	Review and Adoption of appropriate documents including: • Standing Orders • Financial Regulations • Risk Assessment • Effectiveness of Internal Audit. • Code of Conduct • Publication Scheme • Complaints Procedure	
7	Roles and Responsibilities of Councillors to include: • Highways. • Planning. • Finance. • Playing Field.	Chair
8	Review of inventory of land and assets including buildings and office equipment.	Chair
10	Review of the Councils and or employee's membership of other bodies. To include: • BATPC • Royal British Legion-Payment • Little Staughton PCC – Lighting Payment • Little Staughton PCC – Maintenance Payment • Little Staughton Baptist Church – Maintenance Payment. • Little Staughton Baptist Chapel – Donation for Schoolroom Use. •	
11	Community Governor: Kymbrook School?	
12	Village Hall – Representative.	
13	Confirming Dates and Place for ordinary meetings for the full council for 2020/21. Dates: 2020 - June 16h – July 21st – Aug 18th – Sept 15th – Oct 20th – Nov 17th – Dec 15th – 2021 – Jan 19th – Feb 16th – Mar 16h – April 21st. Place and Time: Lt Staughton Baptist Chapel Schoolroom at 7.30pm.	
16	Minutes of the Last Annual General Meeting- To be signed.	
17	Matters Arising from Minutes.	
18	Appointment of Internal Auditor – K.Webb.	
19	Annual Report- Cllr Wootton.	
20.	Date of Next Annual General Meeting: 19th May 2022.	