Little Staughton Parish Council
Agenda for Annual General Parish Council Meeting

Wednesday 25th May 2022, at 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
9	Review and confirmation of arrangements for Insurance cover – Monthly Meeting.	
10	Review of the Councils and or employee's membership of other bodies. To include: • BATPC • Royal British Legion-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 2022-23. Dates: 2022 – June 15th – July 20th – Aug 17th – Sept 21st – Oct 19th – Nov 16th – Dec 14th – 2023 – Jan 18th – Feb 15th – Mar 15th – April 19th. 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	
19	Annual Report- Cllr Wootton.	
20.	Date of Next Annual General Meeting: 17th May 2023. Subject to change.	