



Draycott-in-the-Moors PARISH COUNCIL

NOTICE OF ANNUAL MEETING - Monday 15th May 2023

The Annual Meeting of Draycott in the Moors Parish Council will be held at
Draycott Church Hall, ST11 9AG at 7.00pm on Monday 15th May 2023

Signed: Parish Clerk, *Denise Wheat*

Date: 10/05/2022

AGENDA

1. **Welcome and Introductions:** The Chairman to welcome those present.
2. **Councillors to sign their acceptance of office.**
3. **Declaration of Interests:**
4. **Apologies:**

5. **Election of the Chairman:** To elect the Chairman for the forthcoming year.
Chairman to sign the Declaration of Office form.
6. **Election of the Vice-Chairman:** Vice Chairman to sign the Declaration of Office form.

7. **Minutes of the 2022 Annual Meeting held on 9th May 2022 to be approved and signed as a correct record.**

8. **Appointment of the Parish Representatives:** To attend external meetings with other Councils.
9. **Formation of Working Groups or Committees:** To note and define duties.

10. **Standing Orders:** To consider additions or amendments to Standing Orders. (Appendix 1)

11. **Banking Arrangements:** To agree to the banking arrangements for the year and to agree to any changes to the nominated signatories.
12. **Risk Register:** To approve the Risk Register (Appendix 2)
13. **Insurance Cover:** To note the proposed insurance cover and decide whether it is adequate. To agree the payment of the Insurance premium. (Appendix 3)

14. **Financial Report for the year ending 31st March 2022.**
To receive a report from the Clerk with the un audited accounts 2022-23 in preparation for the Annual Governance and Accountability Return. (Appendix 4)
13. **Financial Regulations:** To approve the Financial Regulations (Appendix 5)

14. **Review of the Council's Subscription to other bodies:**
Staffordshire Parish Councils Association
Information Commissioners Office
15. **Social Media Policy review.** To approve the Council Social Media processes. (Appendix 6)
16. **Complaints Procedure Policy review:** To approve the Council Complaints Procedure. (Appendix 7)

Meeting Ends