

## **SILK WILLOUGHBY PARISH COUNCIL**

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP#  
Tel: 01400 230745 email Silkwillpc@gmail.com

# **ANNUAL MEETING**

19 May 2022

## **NOTICE OF MEETING**

You are hereby summoned to attend the **ANNUAL MEETING OF SILK WILLOUGHBY PARISH COUNCIL** on **26 MAY 2022** to be held immediately after the **ANNUAL PARISH MEETING**.

Denise Gascoyne  
Parish Clerk

## **AGENDA**

1. **Election of Chairman:** To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman:** To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office.
3. **To receive:** Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interests of all parish councillors
4. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
5. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on 21 April 2022 and to authorise the Chairman to sign the official minutes
6. **To approve and amend (if necessary)** the Standing Orders – circulated to all Cllrs
7. **To approve and amend (if necessary):** The Financial Regulations – circulated to all Cllrs.
8. **To approve and adopt** the following policies:
  - Code of Conduct
  - Data Breach Policy
  - Data Protection Policy
  - Social Media Policy
  - Records Retention Policy
  - Freedom of Information

9. **To approve and accept:** The Asset Register – circulated to all Cllrs
10. **County Councillor and District Councillor reports:**
11. **Parish Clerk Update:**
12. **Finance:**
  - a. To resolve to approve cheque payments as per the Approval List.
  - b. To read out, fill in, sign and date Section 1 of the Annual Governance and Accountability Return (AGAR) 2018/2019.
  - c. To accept, sign and date Section 2 Accounting Statement (AGAR) 2018/2019
  - d. To sign and date Certificate of Exemption Part 2 (AGAR)
  - e. To accept village hall accounts and rental increase.
13. **Planning:** To consider and make any comments on planning applications
14. **Correspondence:**
15. **Training:**
16. **Date of Next Meeting:**
  - a. To note the next meeting as 28 July 2022 at 7.30pm in the village hall.