



Annual Council Meeting

To All Members of the Parish Council

You are summoned to attend the Annual Meeting of the Parish Council

H Jennings, Locum Clerk

Date: Thursday 16th May 2024

Place: Tanworth Village Hall

Time: 7.00pm

AGENDA

- 1 **Election of a Chair and Declaration**
 - 1.1. To receive nominations and approve appointment of the Chairman of the Council for 2024-2025.
 - 1.2. Declaration of Acceptance of Office for position of Chairman of the Council be signed in the presence of the Clerk.
- 2 **Election of Vice-Chair and Declaration**
 - 2.1. To receive nominations and approve appointment of the Vice-Chairman of the Council for the 2024-2025.
 - 2.2. Declaration of Acceptance of Office for position of Vice-Chair of the Council be signed in the presence of the Clerk.
- 3 **Apologies for Absence**
- 4 **Declarations of Personal or Prejudicial Interest** *Members are asked to declare personal or prejudicial interests in any items on the agenda.*
- 5 **Council Committees** To appoint Councillors to Committees and review and adopt the committee terms of reference for the following Committees:
 - 5.1 Planning Committee
 - 5.2 Staffing Committee
 - 5.3 Finance Committee
 - 5.4 Road Safety and Speeding Committee
- 6 **Appointment to Working Group Meetings** To appoint Councillors to the relevant working parties of the Council.
- 7 **To appoint a Tree Officer(s)**
- 8 **To agree Banking Signatories** To reaffirm signatories on the Councils Current and Deposit account with Unity Trust Bank
- 9 **Asset Register** To receive and agree the asset register and liabilities vested in the Council.
- 10 **Subscriptions** To consider the payment of any subscriptions falling to be paid annually.
- 11 **Direct Debits** To review the direct debit arrangement and to agree as appropriate their continuance.
- 12 **Deeds** To inspect any deeds and trust instruments in the custody of the Council
- 11 **Council Governance**
 - 11.1. Council Standing Orders: To review and adopt the Standing Orders.
 - 11.2. Council Financial Regulations: To review and adopt the Financial Regulations
 - 11.3. Council Code of Conduct: To reaffirm adoption of the Code of Conduct.
 - 11.4 Scheme of Delegation: To review and adopt the Scheme of Delegation.
- 13 **Dispensations** To review the dispensation procedure of the Council.
- 14 **Meetings 2024/2025** To agree dates and venue for Council meetings for the rest of the year.

Locum Clerk to the Parish
9th May 2024