



STOWE-BY-CHARTLEY PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

TUESDAY 6th JUNE 2023 AT 7.00 p.m.

The Village Hall

Email: clerk@stowe-by-chartley-pc.gov.uk

Website: <https://stowe-by-chartley-pc.gov.uk>

To all Councillors at Stowe-by-Chartley Parish Council

You are summoned to the Annual Meeting of Stowe-by-Chartley Parish Council on:

Tuesday 6th June 2023 at 7.00 p.m.

Sylvia Gibson – Parish Clerk

T: 07398 756 549

N.B.1 This meeting will be recorded. The recording will be destroyed upon approval of the minutes from this meeting

N.B.2 This meeting is a resumption of the Annual Meeting of the Council which was adjourned on 16.5.23

AGENDA

CLlr Mrs Hurdle will preside as Chairman to open the proceedings

87/23 Election of the Chairman of the parish council 2023/24 and the arrangements for the signing of the Declaration of Office

88/23 Election of the Vice Chairman of the parish council 2023/24

N.B. the parish council is not obliged to elect a Vice Chairman

89/23 To receive apologies

90/23 To consider approving the minutes from the annual meeting of the council on 3.5.22 (Note 1)

91/23	To consider a review of an inventory of land and assets including buildings and office equipment (note 2)
92/23	To confirm the persons responsible for the weekly playground inspections (note 3)
93/23	To confirm the Councillors authorised to sign cheques (note 4)
94/23	To confirm the minimum number of meetings to be held throughout the year (note 5)
95/23	To determine the dates and venues of all planned meetings (note 6)
96/23	To confirm the continuance of any committees that were set up or operational during 2022/23. To confirm the members who are on those groups and to consider if any other groups need to be formed. (note 7)
97/23	To consider the terms of reference for any committees going forward into 2023/24 (note 8)
98/23	To confirm the insurance cover (note 9)
99/23	To review the council's subscriptions to other bodies (note 10)
100/23	To review the council's complaints procedures (note 11)
101/23	To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (note 12)
102/23	To review the council's policy for dealing with the press / media (note 13)
103/23	To review the following documents: Risk Assessment, Standing orders, Financial Regulations (note 14)
104/23	To review delegation arrangements to committees and staff (note 15)
105/23	To consider adopting a small grants policy for 2023/24 (note 16)