



STOWE-BY-CHARTLEY PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

TUESDAY 16th MAY 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 16th May 2023 at 7.00 p.m.

Cllr Mrs Alder, Cllr Byrne, Cllr Coote, Cllr Mrs Finney and Cllr Mrs Hurdle

Sylvia Gibson – Parish Clerk

T: 07398 756 549

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

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

91/23 To consider a review of an inventory of land and assets including buildings and office equipment

92/23	To confirm the persons responsible for the weekly playground inspections
93/23	To confirm the Councillors authorised to sign cheques
94/23	To confirm the minimum number of meetings to be held throughout the year
95/23	To determine the dates and venues of all planned meetings
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.
97/23	To consider the terms of reference for any committees going forward into 2023/24
98/23	To confirm the insurance cover
99/23	To review the council's subscriptions to other bodies
100/23	To review the council's complaints procedures
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
102/23	To review the council's policy for dealing with the press / media
103/23	To review the following documents: Risk Assessment, Standing orders, Financial Regulations
104/23	To review delegation arrangements to committees and staff
105/23	To review the council's employment policies and procedures
106/23	To consider adopting a small grants policy for 2023/24

N.b.1:If you have an item that you would like to put on a future agenda, please email the clerk on: clerk@stowe-by-chartley-pc.gov.uk