

LUXBOROUGH PARISH COUNCIL

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

Dear Councillors,

You are hereby summoned to attend the Annual Parish Council Meeting of **LUXBOROUGH PARISH COUNCIL** to be held on **WEDNESDAY 26 MAY 2021** commencing at **7.30pm at the LUXBOROUGH VILLAGE HALL** when the business set out below will be transacted. Please inform the Clerk if you are unable to attend.

Jeanna Grenville: Clerk to the Council Date: 20 May 2021

Members of the Public are welcome at all meetings of the Parish Council

A G E N D A

- 1 To Elect the Chair for 2021-22. Nominations, properly proposed and seconded, and endorsed by the candidate(s) are invited for the officer of Chair.
- 2 To receive the Declaration of Acceptance of Office for the Chair.
- 3 To Elect the Vice-Chair for 2021-22. Nominations, properly proposed and seconded, and endorsed by the candidate(s) are invited for the Office of Vice-Chair.
- 4 To receive Apologies for Absence
- 5 To receive Declarations of Interest
- 6 To make arrangements for the review of the PC's complaints procedure and for handling requests made under the Freedom of Information Act (2000) and Data Protection Act (2018)
- 7 To make arrangements for the review of standing orders and financial regulations.
- 8 To agree Council memberships for the current financial year – SALC, NALC and Clerk's membership of Society of Local Council Clerks
- 9 Planning:
(a) To discuss any Planning Issues
- 8 Finance:
(a) To review and agree payment of the annual insurance proposal in the sum of £198.35
(b) To agree a payment of £40 to the Clerk for reasonable Parish expenses and membership of Society of Local Council Clerks (30% share)
(c) To approve the accounts and Annual Governance and Assurance Return for 2020-21 and approve the internal auditor for the current financial year.
- 9 To receive the Chairman's report
- 10 Correspondence and Meetings:
(a) Clerk's report on correspondence received and meetings attended
(b) Councillors' report on correspondence received and meetings attended
- 11 To note items of interest
- 12 To agree dates for Ordinary Council meetings for the year ahead and note agenda items for the next meeting