INGESTRE WITH TIXALL PARISH COUNCIL

 **29 The Crescent**

 **Stafford, ST16 1ED**

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2 May 2023

**To:** **All Council Members**

Number of Councillors to make quorum = 3

**The Annual meeting of the Council will be held on Wednesday,10 May 2023 commencing at 7.30pm, when you are summoned to attend. This meeting will take place in Tixall Village Hall**

**Jill Davies, Clerk/Responsible Financial Officer**

**AGENDA**

**1. To receive Apologies**

**2. Election of Chairman for 2023/24 and signing of the Declaration of Office**

**3. Election of Vice Chairman for 2023/24**

**4. Signing of Declaration of Office for Councillors and Disclosable Pecuniary Interests Form, if required.** All Cllrs advised to review their Disclosable Pecuniary Interests forms, to ensure they remain current. Clerk sent link to all Cllrs, for SBC site, where forms can be reviewed on 21.4.23.

**5. Annual Governance and Accountability Return 2022/23 – details to be provided by Clerk**

**a.** To complete and approve the Annual Governance statement.

**b.** To approve and sign the Accounting statements.

**c.** To approve approach to be taken in the event of errors in the AGAR found by Mazars.

**d.** To note and approve Period of Public Rights.

**6. Risk Management - Internal Controls / Governance**

**a.** To consider the assignment of responsibility, to a Parish Cllr, for Internal control / Governance in relation to regular ongoing accounting/financial processes, following the resignation of Cllr Bostock.

**7. Insurance 2023/24**

**a.** To review insurance arrangements for 2023/24. Details sent to all Cllrs by the Clerk on 17.4.2023, via email.

**8. Data Protection**

**a.** To review Policy documents as prepared by the Clerk and to determine formal adoption by the Parish Council. Malcolm, documents have been reviewed by both Tric & Jane, in advance of being issued to all Cllrs on 21.4.23.

**9. Resources Committee**

**a.** To review Terms of Reference for Resources Committee and agree representation for 2023/24. Currently Cllrs Dr Parrott & Mrs Tinniswood are representatives. Details sent to all Cllrs on 21.4.23, via email.

**10. To confirm the date for the next Annual Meeting of the Council – 8 May 2024**

Malcolm should a general election be called in the Spring of 2024 this date may have to be revised.