INGESTRE WITH TIXALL PARISH COUNCIL

 **29 The Crescent**

 **Stafford, ST16 1ED**

 **Tel: 01785 598434**

 Email: clerk@ingestretixall.staffslc.gov.uk

30 April 2024

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

Number of Councillors to make quorum = 3

**The Annual meeting of the Council will be held on Wednesday, 8 May 2024 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 2024/25 and signing of the Declaration of Office**

**3. Election of Vice Chairman for 2024/25**

**4. Insurance 2024/25**

**a.** To review insurance arrangements for 2024/25. Details sent to all Cllrs by the Clerk on 9.4.2024, via email.

**5. Standing Orders**

**a.** To review Standing Orders and agree any amendments, as required. Copy of current SO’s sent to all Cllrs, via email, on 30.4.24.

**6. Complaints and Publication Policy documents.**

**a**. To review documents, as prepared by the Clerk and adopt/amend, as necessary. DRAFT copies sent to all Cllrs, via email, on 30.4.24.

**7. Resources Committee**

**a.** To review Terms of Reference for Resources Committee and agree representation for 2024/25. Currently Cllrs Dr Parrott & Mrs Tinniswood are representatives.

**8. To confirm the date for the next Annual Meeting of the Council – 14 May 2025.**

The normal May Parish Council meeting will follow this meeting.