

# ST CLEER PARISH COUNCIL ANNUAL MEETING

I hereby give notice of The Annual Meeting of St Cleer Parish Council to be held at approximately 7.15pm on Wednesday 25th May 2022 in the Council Sports Pavilion, Hockings House, St Cleer to which you are summoned to attend (this meeting will follow the Annual Parish Meeting which starts at 6.45pm)

1	<b>Apologies for absence</b>
2	<b>Members declarations</b> <ul style="list-style-type: none"><li>a Disclosable pecuniary interests</li><li>b Non-registerable interests</li><li>c Declarations of gifts</li><li>d Applications for dispensations</li></ul>
3	<b>Elections</b> <ul style="list-style-type: none"><li>a To elect a Chairman of the Council</li><li>b To elect a Vice-Chairman of the Council.</li><li>c To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.</li></ul>
	<b>Minutes of the Last Meeting</b> <ul style="list-style-type: none"><li>• Receipt</li><li>• Accuracy</li></ul>
5	<b>Business</b> <p>To ratify the following <b>documents</b> for use in the forthcoming civic year and/or identify policies requiring review:</p> <ul style="list-style-type: none"><li>i) Cornwall Code of Conduct as amended by this parish</li><li>ii) Standing Orders</li><li>iii) Financial Regulations</li><li>iv) Terms of reference for subcommittees<ul style="list-style-type: none"><li>○ Finance and General Purposes</li><li>○ HR (Including the Terms)</li><li>○ Estates</li></ul></li></ul> <p><b>Policies:</b></p> <ul style="list-style-type: none"><li>i) Abusive, persistent and vexatious matters</li><li>ii) Social Media</li><li>iii) Health and Safety</li><li>iv) Data Protection</li><li>v) Complaints</li><li>vi) Employment</li></ul>

6	<p><b>Subcommittees and Appointments</b></p> <p>To appoint representatives to outside bodies who will notify parish in advance of any meeting and report back on all matters at the Parish meeting following the external meeting:</p> <ul style="list-style-type: none"> <li>i) Commoners Association</li> <li>ii) Police &amp; Crime Commissioner Liaison</li> </ul> <p>To appoint members to committees and any sub-committees:</p> <ul style="list-style-type: none"> <li>i) Finance and General Purposes</li> <li>ii) HR</li> <li>iii) Estates</li> <li>iv) To consider whether any new committees should be formed</li> </ul>
7	<p><b>To review the following documents:</b></p> <ul style="list-style-type: none"> <li>i) Asset register</li> <li>ii) Insurance</li> <li>iii) Meeting schedule 2022/23</li> <li>iv) Any additional documents</li> </ul>
8	<p><b>To review the Council's expenditure under S137</b></p>
9	<p><b>To Review the council's subscriptions:</b></p> <ul style="list-style-type: none"> <li>i) CALC</li> <li>ii) South West Councils</li> <li>iii) SLCC</li> <li>iv) Any other subscription not aforementioned</li> </ul>
10	<p><b>To delegate FGPC to undertake the following tasks:</b></p> <ul style="list-style-type: none"> <li>i) Review of the Council's complaints procedure;</li> <li>ii) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation <i>(see also standing orders 11, 20 and 21)</i></li> </ul> <p>And report to parish their satisfaction or suggestions for improvement.</p>
11	<p><b>Meeting Closes – to be followed by a brief Full Council Meeting to deal with time-critical business</b></p>

Signed: Emma Luther (Clerk/RFO)