**LITTLE COMPTON PARISH COUNCIL**

**Telephone 07866 046 001**

**Email :** **littlecompton.pc1@gmail.com**

**Website :** [**www.littlecomptonpc.org**](http://www.littlecomptonpc.org)

**A G E N D A**

**To: Councillors : Matt Povey (Chairman), Graeme Evans, Charlie Huntingford, Nigel Martin and Wayne Parker of Little Compton Parish Council**

**You are hereby summoned to attend the** Annual Meeting of the Council  **to be held on Monday 20th May 2024 at 7.00pm IN THE VILLAGE HALL**

**Members of the parish are invited to attend this meeting.**

---------------------------------------------

**The business to be transacted at the meeting is as follows :**

1. Election of Chairman for the year ahead.
2. Election of Vice Chairman
3. To approve minutes from Meeting 18th March 2024.

**Governance and Compliance :**

1. Review responsibility/care of Cemetery by members of the council
2. Review the standing orders
3. To receive and approve the Risk Assessment for the council for the period 2024-2025
4. Confirmation of arrangements for Insurance Cover in respect of all insurable risks.
5. Review of Council’s Policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation (St Orders 11,20,21)
6. Review of the council’s employment policy and procedure (review of Clerk position)
7. Review of the Council’s complaints procedure

**Accounts :**

1. To receive the budget comparison figures for the current financial year.
2. To receive the Statement of Accounts for the financial year ended 1st March 2024.
3. To receive and approve the AGAR 2023/24 for submission to the accounting authority before end of June 2024
4. To receive the final audit report for 2023/24 and note any action points

**Financial :**

1. Review of the Council’s subscriptions to other bodies (see attached sheet)
2. Review Inventory of land and assets including buildings / Dog poo bins / playground equipment / Sandbags / Office Equipment: Filing Cabinet and laptop / Defibrillators / White Gates
3. Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.

Signed by Sarah Elliott (Clerk to the Council) …………………………….

Date : ………………………….