

## **Claybrooke Parva Parish Council**

All Councillors are summoned to the **Annual Parish Council Meeting of Claybrooke Parva Parish Council on Wednesday 15<sup>th</sup> May 2024 at 7.00pm** at the Claybrooke Parva school hall

### **Agenda**

1. **To elect a Chairman**
2. **To receive the Chairman's declaration of acceptance of office**
3. **To elect a Vice-Chairman**
4. **To receive the Vice- Chairman's declaration of acceptance of office**
5. **Members Present**
6. **To receive any apologies**
7. **To approve as accurate the Minutes of last meeting on 16<sup>th</sup> May 2023**
8. **Finance**
  - To review and approve the Asset Register 2024/25
  - To review and approve the annual insurance cover
9. **To Review and approve the Code of Conduct/ Financial Regulations/ Standing Orders/Risk Assessment and other Policies for 2024/25**
10. **To approve a new Retention of Documents policy**
11. **To approve new Scheme of Delegation**
12. **To receive and note the Outside Bodies' Annual Accounts and Reports from:**
  - the Joint Burial Committee
  - the Marc Smith Charity
  - the Alderman Newton Charity
13. **To elect Parish Council representatives to the following Outside Bodies**
  - Joint Burial Committee
  - March Smith Charity
  - Alderman Newton charity
14. **To receive the dates for Council meetings and Annual Parish Council meeting for 2024/25**

There will also be representatives from the school and Police attending the meeting

Signed by Patricia Nunn - Parish Clerk/RFO 8.5.24