

11th May 2026

Councillors,

You are summoned to attend the Annual Meeting of Elwick Parish Council which will be held at **6:00 pm on Monday 18th May 2026 at Elwick W.I. Hall.**

Marrieanne Lavelle Davies
Clerk to the Council.

Agenda

The outgoing Chairman will take the chair until the new chairman is elected.

1. **Election of Chair**
 - a) To elect the Chairman for the forthcoming year
 - b) The Chairman to sign the Declaration of Office form.
2. **Election of Vice-Chair**
 - a) To elect the Vice-Chairman for the forthcoming year
 - b) The Vice-Chairman to sign the Declaration of Office form.
3. **Declaration of Interests** *Councillors to declare any interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to the meeting)*
4. **Apologies** *(To note apologies from Councillors not present at the meeting)*
5. **To appoint representatives for the following:**
 - a) Grantscape (Red Gap Community Fund) – 2 representatives required
 - b) Hartlepool Rural Plan Group – 2 representatives required
 - c) County Durham Association of Local Councils - 2 representatives required
 - d) HBC Finance and Corporate Affairs
 - e) HBC Adult and Children Services
 - f) HBC Neighbourhood and Regenerative Services
 - g) HBC Housing Growth and Communities
6. **Formation of Sub-Committees:**
(To decide the formation of Sub-Committees and their respective delegated authority)
 - a) Personnel Committee
 - b) Social Activities Committee
 - c) Village Maintenance Committee
 - d) Playing Equipment and Playing Field Committee
7. **Banking arrangements** *(To agree banking arrangements for the year and agree any changes to the nominated signatories)*
8. **To note the Asset Register** dated 1st April 2026
9. **To approve the Risk Register** dated 1st April 2026

10. Insurance cover

- a) To note the proposed insurance cover and decide whether it is adequate
- b) To agree the payment of the Insurance premium.

11. Annual Governance and Accountability Return for the Year ending 31 March 2026

- a) To agree the Annual Governance Statement 2025/26 of the Annual Return (Section1)
- b) To accept and approve the Receipts & Payments Account 2025-2026 and Bank Reconciliation as at 31st March 2026
- c) To accept the Internal Auditor's Report, note any recommendations and identify any actions required.
- d) To agree the Accounting Statements of the Annual Return (Section 2)
- e) To agree that the Clerk is the Responsible Financial officer for the year 2026/27.

12. Appointment of Internal Auditor for the year 2026/27 and agree remuneration.

The Annual Meeting will be followed immediately by the Annual Meeting of Electors (APM).