17 May 2023

Councillors,

You are summoned to attend the Annual Meeting of Elwick Parish Council which will be held

at **7.00 pm** on **Monday 22nd May 2023 at Elwick W.I. Hall.**

Minna Ireland

Clerk to the Council.

**Agenda**

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

1. **Election of Chair**
2. To elect the Chairman for the forthcoming year
3. The Chairman to sign the Declaration of Office form.
4. **Election of Vice-Chair**
5. To elect the Vice-Chairman for the forthcoming year
6. The Vice-Chairman to sign the Declaration of Office form.
7. **Casual Vacancy –** due to the resignation of Cllr Ruth Musgrave. *The notice of the vacancy having been displayed on the PC notice board for the requisite number of days, and no call for an election having been made, the Parish Council must now decide if it wishes to co-opt and if so, whom.*
8. **Declaration of Interests** *Councillors to declare any interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to the meeting)*
9. **Apologies** *(To note apologies from Councillors not present at the meeting)*
10. **Formation of Sub-Committees**:

*(To decide the formation of Sub-Committees and their respective delegated authority)*

1. Personnel Committee
2. Social Activities Committee
3. Village Maintenance Committee
4. **Banking arrangements** *(To agree banking arrangements for the year and agree any changes to the nominated signatories)*
5. **To note the Asset Register** dated 31st March 2023
6. **To approve the Risk Register** dated 1st April 2023
7. **Insurance cover**
8. To note the proposed insurance cover and decide whether it is adequate
9. To agree the payment of the Insurance premium.
10. **Annual Governance and Accountability Return** for the Year ending 31 March 2023
11. To agree the Annual Governance Statement 2022/23 of the Annual Return (Section1)
12. To accept and approve the Receipts & Payments Account 2022-2023 and Bank Reconciliation as at 31st March 2023
13. To accept the Internal Auditor’s Report, note any recommendations and identify any actions required.
14. To agree the Accounting Statements of the Annual Return (Section 2)
15. To agree that the Clerk is the Responsible Financial officer for the year 2023/24.
16. Appointment of Internal Auditor for the year 2023/24 and agree remuneration.

The Annual Meeting will be followed immediately by the Ordinary Parish Council meeting.