18th May 2024

Councillors,

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

at **7.00 pm** on **Friday 24th May 2023 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**
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. **Declaration of Interests** *Councillors to declare any interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to the meeting)*
8. **Apologies** *(To note apologies from Councillors not present at the meeting)*
9. **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. Playing Equipment and Playing Field Committee
5. **Banking arrangements** *(To agree banking arrangements for the year and agree any changes to the nominated signatories)*
6. **To note the Asset Register** dated 1st April 2024
7. **To approve the Risk Register** dated 1st April 2024
8. **Insurance cover**
9. To note the proposed insurance cover and decide whether it is adequate
10. To agree the payment of the Insurance premium.
11. **Annual Governance and Accountability Return** for the Year ending 31 March 2024
12. To agree the Annual Governance Statement 2023/24 of the Annual Return (Section1)
13. To accept and approve the Receipts & Payments Account 2023-2024 and Bank Reconciliation as at 31st March 2024
14. To accept the Internal Auditor’s Report, note any recommendations and identify any actions required.
15. To agree the Accounting Statements of the Annual Return (Section 2)
16. To agree that the Clerk is the Responsible Financial officer for the year 2024/25.
17. Appointment of Internal Auditor for the year 2024/25 and agree remuneration.

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