

# COLLINGHAM *Parish Council*

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I hereby give notice that the next Annual Meeting of the Parish Council will be held at the Youth & Community Centre, Low Street, Collingham,

On THURSDAY 9<sup>TH</sup> MAY 2024 at 6.30pm to consider the following Agenda.

Yours faithfully, Mary-Ann Horley, Clerk - Collingham Parish Council

Friday, 3<sup>rd</sup> May, 2024

## AGENDA 9<sup>TH</sup> MAY 2024 at 6.30pm

*Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter.*

- 61. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office**
- 62. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**
- 63. To consider any alterations required to Declaration of Interest Forms for all Councillors**
- 64. To receive apologies for absence**
- 65. To receive any declarations of interest**
- 66. To receive**
  - The Minutes of the Annual Parish Meeting of 11<sup>th</sup> April 2024, previously circulated to members and all speakers
  - and approve the Minutes of the Parish Council Meeting of 25<sup>th</sup> April 2024, previously circulated to members
- 67. Election of Officers**
  - Nominations for the office of Vice Chair
- 68. Determination of Councillors responsibilities**
  - Finance
  - Planning
  - Fleet Articles
- 69. Review Groups and Review Terms of Reference**
- 70. Appointment of Representatives of other bodies, both formal and informal**
- 71. Review and Adopt the Standing Orders of Collingham Parish Council**

**72. Review and Adopt the Financial Regulations of Collingham Parish Council, including Tenders and contract Awards**

**73. Review of the Scheme of Delegation**

**74. Review Existing Signatories and Recommend changes as required**

**75. Review and Adopt the Risk Register**

**76. Review and Adopt Policies of Collingham Parish Council**

- Flood Signage Scheme
- Sky Lanterns and Helium Balloon Releases
- Community Facilities Grant
- Councillors Allowances
- Dignity at Work
- Equality and diversity
- Expenses
- Financial Reserves
- Health and Safety policy
- Section 137 Grant
- Social Media
- Training and Development
- Tree Safety
- Volunteers

**77. Review and Adopt Procedures of Collingham Parish Council**

- Code of Conduct for Members
- Community Engagement Statement of Intent
- Complaints
- Disciplinary & Dismissal
- Managing Community Park Maintenance
- Document Publication scheme
- Protocol to be followed for works to Council land or buildings

**78. Review and Adopt Processes, Procedures and other Documents in relation to General Data Protection Regulations (GDPR)**

- Privacy Notice
- Data Protection Policy
- Data Breach Policy
- Records Retention Policy
- Subject Access Request
- Receive security compliance forms from all Parish Councillors as may be required

**79. Review Risk Assessments for Volunteers**

- Litter Picking
- Lone Working
- Speed watch
- Surveying PROW (NCC)

**80. To Review Previous and Consider Action Plan for the next year**

**81. To review Appointment of Internal Auditor for the year 2023/24**

**82. Appoint Members to serve on the Staffing Panel**

**83. Review the Asset Register and the Parish Council Insurance Policy**

**84. Review of Parish Council subscriptions to other bodies:**

- NALC – National Association of Local Councils
- SLCC – Society of Local Council Clerks
- ICO – Information Commissioners Officer (mandatory)
- Microsoft Office
- Virtual Landline
- Lebara
- RCAN – Rural Communities Action Nottinghamshire
- UKnetweb/Fasthosts – Website Domain Name
- 1&1 – Email Hosting
- Community Rail Network

**85. Review Standing Orders and Direct Debits**