

COLLINGHAM *Parish Council*

Parish Hub, 71 High Street, Collingham, NG23 7LB 01636 555700

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I hereby give notice that the next Annual Meeting of the Parish Council will be held at the Phoenix Community Hall, Station Road, Collingham,

On THURSDAY 8TH MAY 2025 at 5.30pm to consider the following Agenda.

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

Friday, 2nd May, 2025

AGENDA 8TH MAY 2025 at 5.30pm

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.

- 62. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office**
- 63. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**
- 64. To consider any alterations required to Declaration of Interest Forms for all Councillors**
- 65. To receive apologies for absence**
- 66. To receive any declarations of interest**
- 67. To receive and approve the Minutes of the Parish Council Meeting of 24th April 2025, previously circulated to members**
- 68. Election of Officers**
 - a. Nominations for the office of Vice Chair
- 69. Determination of Councillors responsibilities**
 - Finance
 - Planning
 - Fleet Articles
- 70. To appoint Chief Flood Wardens**
- 71. Review Groups and Review Terms of Reference**
- 72. Appointment of Representatives of other bodies, both formal and informal**
- 73. Review and Adopt the Standing Orders of Collingham Parish Council**
- 74. Review and Adopt the Financial Regulations of Collingham Parish Council, including Tenders and contract Awards**

75. Review of the Scheme of Delegation

76. Review Existing Signatories and Recommend changes as required

77. Review and Adopt the Risk Register

78. 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
- Training and Development
- Tree Safety
- Volunteers

79. Review and Adopt Procedures of Collingham Parish Council

- a. Code of Conduct for Members
- b. Community Engagement Statement of Intent
- c. Complaints
- d. Disciplinary & Dismissal
- e. Managing Community Park Maintenance
- f. Document Publication scheme
- g. Protocol to be followed for works to Council land or buildings

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

- a. Privacy Notice
- b. Data Protection Policy
- c. Data Breach Policy
- d. Records Retention Policy
- e. Subject Access Request
- f. Receive security compliance forms from all Parish Councillors as may be required

81. Review Risk Assessments

- a. Litter Picking
- b. Lone Working (both office-based and outdoor)
- c. Speedwatch
- d. Surveying PROW (NCC)

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

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

84. To move reviews of documents to a rolling monthly basis going forwards

85. To review Appointment of Internal Auditor for the year 2024/25

86. Appoint Members to serve on the Staffing Panel

87. Review of Parish Council subscriptions to other bodies:

- a. NALC – National Association of Local Councils
- b. SLCC – Society of Local Council Clerks
- c. ICO – Information Commissioners Officer (mandatory)
- d. RCAN – Rural Communities Action Nottinghamshire
- e. Community Rail Network

88. Review Standing Orders and Direct Debits

- a. Microsoft Office
- b. Virtual Landline
- c. Lebara
- d. UKnetweb/Fasthosts – Website Domain Name
- e. 1&1 – Email Hosting