

MAYFIELD PARISH COUNCIL

AGENDA

ANNUAL COUNCIL MEETING

16th May 2022

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Mayfield Parish Council to be held on Tuesday 31st May 2022 at The Church Rooms, Mayfield upon the rise of the Annual Parish Meeting.

Yours sincerely,

Anne Wilson, Locum Parish Clerk

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Note: This meeting will be recorded by the PC to help facilitate the minute writing process.

1. Chairman's Welcome

2. Apologies for absence

3. Election of Chairman

Members are asked to elect a Chairman for the year 2022/2023.

The incoming Chairman will be asked to sign their Declaration of Acceptance of Office.

The outgoing Chairman will be asked to give a short speech.

4. Election of Vice-Chairman

Members are asked to review the current vacancy of the post of Vice-Chairman with regards the year 2022/2023. Should a Vice-Chairman be elected then they will be asked to Declaration of Acceptance of Office.

5. Declarations of Interest.

Members are asked to receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

6. Public Participation

Members of the public are welcome to attend. You may speak about any item which is on the agenda. The total time allowed is **10 minutes**, so please be brief and to the point. Members of the Council will listen and do not have to respond to any comments made, although comments relating to Agenda items will be discussed at the relevant point in the meeting. During that Agenda item, further public participation cannot be permitted. There will be no debate or discussion between councillors and the public.

7. Committees

Members are reminded that if they wish to set up any committees then this should be done at the Annual Meeting. Full Council can designate Working Groups to deal with small items and report back to Full Council.

8. Schedule of Meetings

Members are asked to confirm the following schedule of Parish Council meetings, all at 7pm:

- Tuesday 12th July 2022
- Tuesday 13th September 2022
- Tuesday 11th October 2022
- Tuesday 8th November 2022
- Tuesday 10th January 2023
- Tuesday 14th March 2023
- Tuesday 13th April 2023
- Tuesday 8th May 2023 (Annual Parish Meeting at 7 p.m. followed by Annual Meeting of the PC)

10. Council Policies

Members are asked to confirm that the following documents were reviewed and approved in January 2022

- Standing Orders
- Financial Regulations

All other adopted policies of the Parish Council will be presented annually upon the date of their confirmation by the Council.

11. Insurance

Members are asked to note that the Parish Council insurance has just been renewed with Zurich Insurance at a cost of £410.67 per annum for a three year agreement.

12. Internal Audit

Members are asked to receive and accept the report from the Internal Auditor, noting any comments made and where necessary agree a way forward.

13. End of Year Accounts

Members are asked to confirm the following:

- i) End of Year Accounts
- ii) Annual Return
- iii) Annual Governance Statement – each section of this will be read out by the Chairman and Members will be asked to confirm each statement.

14. Internal Auditor

Members are asked to appoint an Internal Auditor for 2022/2023.

15. Asset Register

To note that the Asset Register was reviewed and approved along with all Statutory Documents in January 2022

16. Next Meeting of Mayfield Parish Council

Members are asked to note that the next meeting of Mayfield Parish Council is due to be held on Tuesday 12th July 2022 at 7p.m. in the Church Rooms, Mayfield.