



**AUDLEM**  
PARISH COUNCIL

## **AUDLEM PARISH COUNCIL**

Vice Chair: Derek Winskill  
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To Members of the Council: You are hereby summoned to attend the Annual Meeting of Audlem Parish Council to be held on **Monday 23<sup>rd</sup> May 2022 at 7.00pm**. The meeting will be held in the Youth Club Room at Audlem Public Hall.

Derek Winskill, Vice Chairman

### **AGENDA**

**22/1 Election of Chairman**

Signature of acceptance of office by the newly elected chairman.

**22/2 Election of Vice Chairman**

Signature of acceptance of office by the newly elected vice chairman.

**22/3 Apologies for absence**

**22/4 Co-option of five new Councillors**

Note: The public will be asked to leave the room for this item whilst the Councillors discuss the applications and hold a secret ballot.

**22/5 Declarations of Interest**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

**22/6 Request for dispensation**

To receive requests for dispensations to speak and/or vote on any matter where a Member has a disclosable pecuniary interest.

**22/7 Public speaking open forum and public participation**

The Parish Council will consider requests from members of the public to address the meeting. However, it is at the Chair's discretion whether requests will be granted to discuss items of business on the agenda and/or relevant Parish matters. If invited to speak, individual members of the public will be allowed a maximum of three minutes. No decision can be made on these matters but they may be placed on a future agenda.

**22/8 Annual Business**

22.8.1 Review of Policies.

22.8.1.a Standing Orders.

22.8.1.b Financial Regulations.

22.8.1.c Finance Sub Committee Terms of Reference.

22.8.1.d Complaints Policy.

22.8.1.e CCTV Policy.

- 22.8.1.f Freedom of Information Policy.
- 22.8.1.g General Privacy Notice.
- 22.8.1.h Data Audit Questionnaire.
- 22.8.1.i Document Retention & Management Policy.
- 22.8.1.j Privacy Policy.
- 22.8.1.k Internal Privacy Notice.
- 22.8.1.l Model Publication Scheme.
- 22.8.1.m Subject Access Request Policy.
- 22.8.1.n Equal Opportunities Policy.
- 22.8.1.o Grant Application Policy.
- 22.8.1.p Communications Policy.
- 22.8.1.q Subscriptions.
- 22.8.1.r Buttermarket Booking Policy.
- 22.8.1.s Turnpike Field Booking Policy.

22.8.2 Risk Assessment.

- 22.8.2.a Asset Register.

- 22.8.2.b Insurance.

22.8.3 Revised Code of Conduct.

22.8.4 Revised Registration of Members' Interests

## **22/9 Confirmation of Minutes**

22.9.1 Minutes of the meeting held on 10<sup>th</sup> February 2022

22.9.2 Minutes of the meeting held on 28<sup>th</sup> April 2022

## **22/10 Matters Arising**

### **22/11 Appointment of Clerk/Responsible Finance Officer**

To provide an update on appointing a Locum Clerk/RFO and the advertisement of a permanent Clerk/RFO.

### **22/12 Appointment of Lengthsman**

To approve the advertising of the post of Lengthsman.

### **22/13 Financial Matters**

22.13.1 Bank signatories update

22.13.2 Financial position and Audit

### **22/14 Planning Matters**

Application 22/1302 Field to the east of Audlem Road. Development of 24 no residential units.

### **22/15 Report by Ward Councillor**

### **22/16 Sub committees and Working Groups**

To determine the membership of the Finance Sub Committee and the various Working Groups

### **22/17 Date of Next Meeting**

The next meeting will be held on **Monday 13<sup>th</sup> June 2022 at 7 pm** in the Youth Club Room, Audlem Public Hall