

THWING & OCTON PARISH COUNCIL

Annual Meeting of Thwing & Octon Parish Council to be held

on Monday 12TH May 2024 at 7.00pm. at the Church Rooms Thwing

An ordinary meeting of the Parish Council will directly follow the Annual Meeting.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

A G E N D A

Annual Meeting

1. To receive nominations and to elect a Chairman
2. To receive the Chairman's declaration of Acceptance of Office
3. To receive apologies
4. To receive a nomination and to elect a Vice Chairman
5. To receive the chairman's report
6. To confirm the Minutes of the last meeting – APCM 13TH May 2024
7. Review of delegation to committees and appointment of officers
 - a. Highways, footpaths and drainage issues
 - b. Thwing Defibrillator
 - c. Octon Defibrillator
 - d. Village Planters
 - e. Personnel Committee
8. To elect 2 councillors to represent this council at ERNLLCA district committee meetings
9. Review Governing documents – Standing orders, financial regulations and financial risk assessment
10. Review TOR for Personnel Committee
11. Review of the Council's Complaints Procedure
12. Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
13. Review Documents and Records Retention Periods
14. Review of Inventory of Land and Assets
15. To confirm arrangements for insurance cover in respect of all insurable risks.
16. To agree date, time and place of the Council's ordinary meetings up to and including the next annual meeting.

Signed: *SRounding*

Clerk to the Parish

Date. 07.05.2024