



## NOTICE OF MEETING

The Annual Meeting of Seneley Green Parish Council will be held on Thursday 20<sup>th</sup> May 2021 commencing at 7.00 pm in the Community Hall, Billinge Road

### AGENDA

1. To elect a Chairman
2. Signing of Declaration of Office by Chairman any all newly elected Members
3. To Receive Apologies for Absence
4. Declaration of Interest from Members
5. To elect Deputy Chairman
6. To receive and note the Minutes of the Annual Meeting of the Council held on Wednesday 15<sup>th</sup> May 2019 and approved on 19<sup>th</sup> June 2019 (Minute **2019/18**)
7. To review Responsibilities and Representative List (*including approval of Planning Committee Terms of Reference*)
8. Review of following:
  - Asset Register
  - Business Risk Assessment (*see enclosed proposed changes*)
  - Code of Conduct (recently adopted at April meeting)
  - Financial Regulations (*reviewed in December 2020 and unchanged*)
  - Fire Risk Assessments (unchanged)
  - Insurance Provision (*details at meeting*)
  - Press and Media Policy (unchanged)
  - Review of Internal Audit Effectiveness
  - Social Media Policy (unchanged)
  - Standing Orders (unchanged)
  - Sundry Debts Policy (unchanged)
9. To decide the date, time and place of ordinary meetings of the Council for 2021-2022 (*see enclosed proposed dates*)