



SENELEY GREEN PARISH COUNCIL

NOTICE OF MEETING

The Annual Meeting of Seneley Green Parish Council will be held on Thursday 16th May 2024 commencing at 7.00 pm in the Parish Hall, Montrey Crescent

AGENDA

1. To elect a Chairman
2. Signing of Declaration of Office by Chairman and any newly elected Members (form available at the meeting)
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 Thursday 18th May 2023 and approved at the meeting held 8th June 2023 (Minute)
7. To review and complete Responsibilities and Representative List
8. Review of following
 - Asset Register - (propose deferral till June meeting following insurance details review)
 - Business Risk Assessment
 - Code of Conduct
 - Complaints Procedure
 - Finance Working Group Terms of Reference
 - Financial Regulations
 - Fire Risk Assessments
 - Freedom of Information Policy
 - Health and Wellbeing Group Terms of Reference
 - Health & Safety Policy
 - Insurance Provision (propose deferral of any adjustments to Estates Working Group – currently on fixed schedule with Zurich until June 2025)
 - Investment Strategy/Policy
 - Press and Media Policy
 - Public Transport Working Group Terms of Reference
 - Review of Internal Audit Effectiveness
 - Social Media Policy
 - Standing Orders
 - Sundry Debts Policy
9. To decide the date, time and place of ordinary meetings of the Council for 2024-25 (see enclosed proposed dates)

Dated this 9th Day of May 2024
Yours faithfully

CAROLE BOLTON , jkCLERK/RFO