

# Orlestone Parish Council

Notice is hereby given of the Annual General Meeting of Orlestone Parish Council to be held on **Tuesday 5<sup>th</sup> May 2021 via Zoom** to conduct the business set out in the agenda below.

Sue Stiffell (Parish Clerk)

Tel: 01233628481

27<sup>th</sup> April 2021

Members of the Public & Press can join this meeting via the Zoom App/Website Link below:

<https://us02web.zoom.us/j/89281220056?pwd=cHpMZWgvaFU5UGlROGR6dGpVQzFkQT09>

Meeting ID: 892 8122 0056 Password: OPC

## **AGENDA**

1. Election of Chairman For The Ensuing Year
2. Election of Vice-Chairman For The Ensuing Year
3. To Receive and Approve the:
  - i) Inventory and Asset Register of Council Property
  - ii) Risk Management Analysis
  - iii) Standing Orders
  - iv) Internal Financial Controls and Procedures
  - v) Freedom of Information Act – Policy
  - vi) Retention & Disposal of Documents Policy
  - vii) Data Protection Policy
  - viii) Safe Guarding Policy
  - ix) Complaints Procedure Policy
  - x) Orlestone Parish Council's Social Media Policy
4. To Appoint Members (including Chairman & Vice-Chairman) for Orlestone Parish Council's Planning Committee.
5. Appointment of Representatives onto Outside Bodies
6. Allocation of Councillors' Responsibilities including: Website/Facebook; Highways; Forge Gardens, Finance etc
7. Discuss The Provision of Parish Councillors' Allowances
8. To Fix Date & Times of Parish Council Meetings for the Ensuing Year
9. Finance: Agree/Set Annual Budget; Review/Agree Annual Grants, Authorisation of Cheques.  
Review End of Year Accounts and Annual Governance Statement
10. Declarations of Interest
11. Apologies Received

**BREAK:** questions/queries from members of the public present

10. Minutes From The Meeting Held on 12<sup>th</sup> April 2021 to be Authorised as Being Correct Record
11. Matters Arising From The Meeting Held on Monday 12<sup>th</sup> April 2021
12. Reports from: KCC Councillor Mike Angell, Borough Councillors, PCSO and Parish Councillors.
13. Correspondence Received
14. Planning: Update & Review
15. Items For Agenda For Next Meeting: *Items for discussion only; no decisions can be made under this agenda item*
16. Date of Next Meeting: Parish Council Meeting: Monday 26<sup>th</sup> July 2021 at 7.30pm *to be confirmed at meeting*