



HALEBANK PARISH COUNCIL

ALWAYS PUTTING THE PEOPLE OF HALEBANK FIRST

Clerk to Council: Christine Southern

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AGENDA/NOTICE ANNUAL MEETING OF HALEBANK PARISH COUNCIL

Members of Halebank Parish Council are hereby summoned to attend the Annual Meeting of the Council to be held at Halebank Youth Club, Baguley Avenue, Halebank on **Monday 13 May 2024** at **8:00pm** for the transaction of business as set out in the agenda below. Members of the press and public are welcome to attend.

Christine Southern – Clerk/RFO

- 1. Election of Chair and acceptance of office**
- 2. Election of Vice-Chair and acceptance of office**
- 3. Update on election 2 May 2024**
- 4. Apologies for absence**
- 5. Declaration of Interests** – Members are reminded of their responsibility to declare any personal or prejudicial interests.
- 6. Governance**
 - 6.1 s29(1) of the Localism Act 2013: Resolve to confirm Councillors' Register of Interests are published and up to date.
 - 6.2 To resolve to re-adopt the Standing Orders
 - 6.3 To resolve to re-adopt the Financial Regulations
 - 6.4 To resolve to confirm the Councillor's commitment to abide by the Model Councillor Code of Conduct.
 - 6.5 To resolve to adopt the following Policies and Procedures:
 - (I) Complaints Procedure
 - (II) Social Media Policy
 - (III) Asset Register Policy
- 7. Public Participation** – Please note that anyone wishing to comment should raise their hand, wait for acknowledgment, and address the meeting through the Chair.
- 8. Police Report**

9. Ward Councillors Report

10. Minutes

- 10.1 To resolve to approve the Minutes of the Full Council meeting held on 8 April.
- 10.2 To resolve to approve the Minutes of the Events Meeting held on 8 April.

11. Finance

- 11.1 To approve the accounts submitted for payment since the meeting of 8 April.
- 11.2 To approve balances and income for 24/25
- 11.3 To resolve to appoint an Internal Auditor for 24/25
- 11.4 To note that the Annual Governance and Accountability Return will be presented to the Council at the Full Council meeting on 17 June 2024.
- 11.5 To approve the Financial Risk Assessment for 24/25
- 11.6 To note the following subscriptions:
 - CHALC – Cheshire Associations of Local Councils
 - SLCC – Society of Local Council Clerks
 - SCRIBE – Accounts Programme
 - ICO – Information Commission
 - HP SMART INK – Printer Ink Subscription
 - CANVA- Document Design Tool

12. Committees

- 12.1 To resolve to adopt the terms of reference for Committees.
 - (I) Planning Committee
 - (II) Staffing Committee
 - (III) Finance Committee
 - (IV) Community Events Committee
- 12.2 To consider and approve Membership of the Councils existing Committees.

13. Planning Updates and New Applications

14. Clerks Report

15. D Day Anniversary Beacon Lighting

16. Chairs closing comments.

17. To confirm time and date of next meeting.