

ANSTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE COUNCIL

You are hereby summoned to attend the Annual Meeting of Anston Parish Council to be held at the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** On **Monday 15th May 2023** commencing at **7pm** for the purpose of transacting the following business.

Andrew Woodhead
Clerk to Anston Parish Council

- 1. ELECTION OF CHAIRMAN**
To elect the Chairman of the Parish Council for 2023/2024
- 2. ELECTION OF VICE-CHAIRMAN**
To elect the Vice-Chairman of the Parish Council for 2023/2024
- 3. APOLOGIES**
To receive apologies for absence and to approve reasons for absence
- 4. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
 - (a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct
 - (b) To receive and decide upon request for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests
- 5. PUBLIC PARTICIPATION**
To receive written questions for consideration by the Parish Council from members of the public
- 6. ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**
To identify agenda items where resolutions may be moved to exclude the press and public
- 7. MINUTES OF MEETINGS**
To receive and confirm the minutes of the meeting of the Parish Council held on Tuesday 18th April 2023
- 8. CASUAL AND ORDINARY VACANCIES ON PARISH COUNCIL**
To consider co-opting to fill three casual vacancies on the Parish Council and to consider any action required
- 9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2022-2023**
 - (a) To receive the report of the internal auditor for the 2022-2023 financial year and to consider any action required
 - (b) To complete and adopt the Annual Governance Statement of the Annual Governance & Accountability Return for 2022-2023
 - (c) To complete and adopt the Accounting Statements for the Annual Governance & Accountability Return for 2022-2023
 - (d) To set the dates for the period of public rights of inspection in relation to the Annual Governance & Accountability Return for 2022-2023

- 10. COMMITTEE ARRANGEMENTS AND MEMBERSHIPS**
(a) To receive the minutes of the last meetings of any committees
(b) To consider any recommendations from committees
(c) To review the terms of reference of the Finance & General Purposes Committee and to agree its membership for 2023-2024
(d) To review the terms of reference of the Staffing Committee and to agree its membership for 2023-2024
(e) To review the terms of reference of the Open Spaces Committee and to agree its membership for 2023-2024
(f) To consider the appointment of any new committees for 2023-2024
- 11. REPRESENTATION ON OUTSIDE BODIES**
(a) To agree the Parish Council representatives to meetings of the South Yorkshire branch meetings of the Yorkshire Local Councils Associations and reporting back arrangements
- 12. REVIEW OF POLICIES AND OTHER ARRANGEMENTS**
(a) To review the standing orders and financial regulations of the Council and to consider any action required
(b) To review the delegation arrangements to staff and other local authorities
(c) To review arrangements, including legal arrangements, with other local authorities, not-for-profit bodies and businesses
(d) To review representation on or work with external bodies and arrangements for reporting back
(e) To review the inventory of land and other assets including buildings and office equipment
(f) To confirm arrangements for insurance cover in respect of all insurable risks
(g) To review of the Council's and staff subscriptions to other bodies
(h) To review the Council's complaints procedure
(i) To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation and to consider any action required
(j) To review the Council's policy for dealing with the press/media and to consider any action required
(k) To review the Council's employment policies and procedures and to consider any action required
(l) To review the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence
- 13. PARISH BASIC ALLOWANCE**
To consider the payment of a parish basic allowance and any action required
- 14. DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED**
To discuss and take decisions about any agenda item(s) for which the press and public have been excluded
- 15. ITEMS FOR THE AGENDA OF THE NEXT MEETING**
To agree on items to be included on the agenda of the next meeting of the Council
- 16. MEETING DATES**
(a) To agree the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Meeting of the Council

(b) To set the date of the 2024 Annual Parish Meeting

(d) To agree that the next meeting of the Council will take place on Wednesday 24th May 2023 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

CIRCULATION

Councillors: D Graham, M Wilkinson, B Bentley, P Bowers, S Concannon, John Ireland, C Jepson, M Manship, P Matthews, D Tarmey, K Wright, C Tawn.

Andrew Woodhead

Clerk to Anston Parish Council

The Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL

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02/05/2023