

# Skeeby Annual Meeting of The Council

Thursday 30<sup>th</sup> May 2024 at 6.15pm

Skeeby Jubilee Village Hall

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## Agenda

1. Election of Chairman
2. Chairman to sign Acceptance of Office
3. Apologies
4. To agree the Minutes of the Annual meeting held on Wednesday 26th May, 2023 as a true and accurate record
5. Election of Vice-chairman
6. To receive the Chairman's Annual Report
7. To appoint a Responsible Financial Officer for the coming year.
8. To receive and approve the Responsible Financial Officer's Year End annual report
9. To review and approve the asset register.
10. Annual Governance and Return
  - i. Certificate of Exemption. To agree to certify that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
  - ii. To consider, approve and sign the Annual Governance Statement
  - iii. To consider, approve and sign the annual Accounting Statement
  - iv. To set the dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return.
11. To review and adopt policies and procedures
  - i. Standing Orders
  - ii. Councillors Code of Conduct
  - iii. Complaints Procedure
  - iv. Model Councillor Protocol
  - v. Risk Assessment/ Management Document
  - vi. Financial Regulations
  - vii. FOI Publication Scheme
  - viii. Financial Risk Assessment
  - ix. Parish Clerk's Appraisal policy

12. To appoint 2 Councillors to attend YLCA Branch meetings and to represent the council as voting representatives at those meetings.

13. To note the date of the next Annual Meeting of the Council, Thursday 29<sup>th</sup> May 2025.