

EASINGTON PARISH COUNCIL

Kim Dalton
Clerk to Easington Parish Council
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26 April 2024

To: Councillors/Members you are hereby summoned to attend the Annual Statutory Meeting of the Parish Council, to be held on Thursday, 02 May 2024 at 19.00, at The Community Hall Beck Lane Easington HU12 0TX, to conduct the business specified below.

Yours faithfully,

Signed: *Kim Dalton*

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence and record these in the minutes.
To consider the approval of the reasons for absence given by councillors
4. To receive any declarations of interest from Members (*members to declare any interests in items on the agenda and the nature of such interests*)
5. Policies and Procedures
To review the following policies and procedures:

Standing orders / Financial Regulations / Complaints Procedure / Data Protection Policy / Training and Development Policy / Document Retention Policy / Equality and Diversity Policy / Freedom of Information Procedure / Privacy Notice / Vacancy and Co-Option Procedure.
6. To review existing and new Committee Structures including Terms of Reference and to appoint members to serve Committees:
 - a) Emergency Plan Committee (4 Members)
 - b) Health & Safety including Risk Management (3 Members)
 - c) HR & Staffing Committee (3 Members)

To consider appointing a committee to take on the role of responsibility for overseeing Parish Council Assets, including Cemeteries/Churchyard/Village Gardens, to replace Councillors with responsibilities in the area.

- d) Facilities Management Committee (3 Members)

7. To review Responsibilities and appoint Councillors:
 - a) Responsibility for Finance – (1 Councillor)
 - b) Internet Banking Authorisation and Cheque Signatories – (3 Councillors plus Clerk)
 - c) Management of Cemetery (Burials/Records etc.) – Responsibility of Mike Welton supported by the Clerk

8. To appoint representatives on the under mentioned external bodies as required:
 - a) Community Hall Management Committee(1 Member)
 - b) SHAPE Representative (1 Member)
 - c) Health Forum Representative (1 Member)
 - d) ERNLLCA – (1Member)

**Public and Press are welcome to attend this meeting. Please
Note - the meeting will be recorded via Audio**

*Note:
Easington Parish Council publish Agenda 3 Clear Working Days prior to a meeting (not including Saturday, Sunday or Bank Holidays), correspondence received is as received at the date of issue of Agenda, – further correspondence or requests for Agenda items will be considered for adding to future agenda. LGA 1972 – Schedule 12, 10(2)(a) and Section 243.*