



# Pittington Parish Council

Dear Councillor,

You are duly summoned to attend the **Annual Council Meeting** of Pittington Parish Council to be held on Tuesday 16th May 2023 at Pittington Village Hall, 7pm

## AGENDA

### **Election of Chairman 2023/2024**

Council to elect Chairman

### **Welcome**

Chairman to welcome everyone to meeting

### **Apologies for absence**

Council to accept and approve apologies

### **Declaration of Office**

Declaration of office to be signed by Chairman

### **Election of Vice Chairman**

Council to elect a Vice Chairman

### **Cemetery Fees**

Council to agree on cemetery fees

### **Allotment Fees**

Council to agree on allotment fees

### **Appointment of Lead Members**

- Planning
- Allotments
- Cemetery

### **Sub Committees**

Council to agree on sub committees and frequency

### **Adoption of Governing Documents/Policies**

- Standing Orders 2023
- Cemetery
- Financial Regulations
- Publication Scheme
- Disciplinary Procedure
- Public Participation
- Allotment
- Donation/Grant policy

- Document Retention policy
- Public Filming, Recording or otherwise reporting – Council/Committee meetings
- Habitual/Vexatious Complaints policy
- Co-option policy
- Model Publication scheme
- Complaints and Comments policy
- Health and Safety policy
- Communications Policy
- Risk Assessment

**Allotment Report**

Clerk to give report

**Cemetery Report**

Clerk to give report

**Meeting Schedule**

Dates of meetings to be confirmed