

**St Mellion Parish Council**  
**Annual Meeting**  
**Tuesday 8th May 2018 at 7pm**  
**St Mellion International Resort**

**Note:** this may start before 7pm if the preceding Annual Parish Meeting of Electors (which starts at 630pm) takes less than 30 minutes.

**Agenda**

1. Councillor matters
  - 1.1 To receive apologies for absences
  - 1.2 To receive declarations of pecuniary interests
  - 1.3 To receive declarations of non-registrable interests
  - 1.4 To approve written requests for dispensations
2. Current Chair's annual report
3. Appointment of Chair for 12 months to May 2019
4. Appointment of Vice Chair for 12 months to May 2019
5. Internal audit report for year ended 31st March 2018
6. External audit submission for year ended 31st March 2018
7. Review of Parish Council's policies and procedures
  - 7.1 Standing Orders
  - 7.2 Financial Regulations
  - 7.3 Payroll signatories
  - 7.4 Direct debit approvals
  - 7.5 Financial risk assessment
  - 7.6 Asset schedule and checks
  - 7.7 Insurance cover
  - 7.8 Publication scheme (including procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998)
  - 7.9 Policy for dealing with the press/media
  - 7.10 Complaints procedure
  - 7.11 Remaining policies and procedures contained in the procedures manual
  - 7.12 New item to consider: equal opportunities policy
  - 7.13 New item to consider: employee grievance procedure
8. Review of Parish Council's community grant scheme
9. Subscriptions to other bodies
10. Review of Service Level Agreement with Cornwall Legal for ye 31.3.19
11. Agenda items and Councillor roles/responsibilities
12. Representation on/work with other bodies and arrangements for reporting back
13. Parish Council meeting schedule up to/including the 2019 Parish Council annual meeting
14. Public comment
15. Close

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This meeting is advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.