

**St Mellion Parish Council  
Annual Parish Council Meeting  
Tuesday 14th May 2024 at 7pm  
St Mellion Church Hall**

Note: this may start before 7pm if the preceding Annual Parish Meeting of Electors (which starts at 6:30pm) takes less than 30 minutes.

**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-registerable interests*
- 1.4. To approve written requests for dispensations*

**2. Current Chair's Annual Report**

**3. Appointment of Chair for 12 months to May 2025**

**4. Appointment of Vice Chair for 12 months to May 2025**

**5. Internal Audit Report for year ending 31<sup>st</sup> March 2024:**

**6. External Audit Submission for year end 31<sup>st</sup> March 2024**

- 6.1. Certificate of Exemption:*
- 6.2. Annual Governance Statement:*
- 6.3. Accounting Statements:*
- 6.4. Exercise of Public Rights*

**7. Review of Existing Parish Council's Policies and Procedures**

- 7.1. Standing Orders*
- 7.2. Financial Regulations*
- 7.3. Payroll Signatories*
- 7.4. Financial Risk Assessment*
- 7.5. Asset Schedule for Audit and Insurance and Checks Procedures*
- 7.6. Insurance Cover and Renewal*
- 7.7. Publication Scheme, including procedures for handling requests made under the Freedom of Information Act 2000 and GDPR*
- 7.8. Policy for dealing with the press/media*
- 7.9. Complaints Handling Procedure*
- 7.10. Dignity at Work Policy*

**8. New Parish Council Policies for Adoption**

- 8.1. IT & Cyber Security Policy*

**9. Review of the Parish Council Community Grant Scheme:**

**10. Subscriptions to other bodies:**

**11. Representation on/work with other bodies and arrangements for reporting back**

**12. Parish Council meeting schedule up to/including the 2025 Annual Parish Council Meeting**

**13. Public comment**

**14. Close**