

**St Mellion Parish Council
Annual Parish Council Meeting
Tuesday 20th May 2025 at 6:30pm
St Mellion Church Hall**

Note: this may start before 6:30pm if the preceding Annual Parish Meeting of Electors (which starts at 6:00pm) takes less than 30 minutes.

1. Councillor matters

- 1.1. To confirm signing of Declarations of Acceptance of Office*
- 1.2. To note vacancy for co-option*
- 1.3. To receive apologies for absences:*
- 1.4. To receive declarations of pecuniary interests*
- 1.5. To receive declarations of non-registerable interests*
- 1.6. To approve written requests for dispensations*

2. Current Chair's Annual Report

3. Appointment of Chair for 12 months to May 2026

4. Appointment of Vice Chair for 12 months to May 2026

5. Internal Audit Report for year ending 31st March 2025

6. External Audit Submission for year ending 31st March 2025

- 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. Bank Mandate:*
- 7.5. Financial Risk Assessment*
- 7.6. Insurance Cover and Renewal*
- 7.7. Asset Schedule for Audit and Insurance and Checks Procedures:*
- 7.8. Publication Scheme, including procedures for handling requests made under the FoI Act 2000 and GDPR:*
- 7.9. Policy for dealing with the press/media:*
- 7.10. Complaints Handling Procedure:*
- 7.11. Dignity at Work Policy:*
- 7.12. IT & Cyber Security Policy:*

8. New Parish Council Policies for Adoption:

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 2026 Annual Parish Council Meeting

13. Public comment

14. Close