

Local Government Act 1972

**MELLOR PARISH COUNCIL
NOTICE OF THE ANNUAL PARISH COUNCIL MEETING**

**THE MEETING IS OPEN TO THE PUBLIC, SUBJECT TO BOOKING WITH PARISH CLERK
DUE TO COVID REGULATIONS (Tel 01200 422607)
AND WILL TAKE PLACE ON THURSDAY 20 MAY 2021**

IN THE SPORTS HALL AT MELLOR VILLAGE HALL, commencing at 7.00pm

FACEMASKS MUST BE WORN

AGENDA

1. To approve to lift the Emergency Powers currently delegated to Parish Clerk under Covid regulations.
2. Opening Prayers (Rev. Stuart Smith, Mellor Methodist Church)
3. Election of CHAIRMAN who will then sign Acceptance of Office of Chairman
4. To accept and approve any apologies for absence
5. To note the Minutes of the Previous Annual Parish Council Meeting, last held on 20 May 2019. The Minutes of the Annual Parish Council Meeting held on 20 May 2019 were duly approved and signed on 04 July 2019. No Annual Parish Council Meeting was held in 2020, following Coronavirus Regulations 2020. All Parish Council Minutes are on Mellor Parish Council's website
6. To consider and approve (including any amendments) to Mellor Parish Council policies (on Parish Council website)
 - a) Standing Orders
 - b) Code of Conduct
 - c) Accessibility Statement
 - d) Grievance Policy
 - e) Privacy Policy
 - f) Complaints Policy
 - g) Anonymous Complaints Policy
 - h) Vexatious Complaints Policy
 - i) Protection of Councillors & Staff
 - j) Retention Policy
 - k) Grants Policy
 - l) Fixed Asset Register
 - m) Financial Regulations
7. To consider and approve Annual Governance & Accounts Statements
 - a) Bank balances and any payments to be made since 01 April 2021 (in addition to any approved under Emergency Powers)
 - b) Annual Governance Statement to 31 March 2021
 - c) Internal Audit Report to 31 March 2021
 - d) Annual Accounting Statements to 31 March 2021
 - e) Period for the Exercise of Public Rights (recommended to be 14 June 2021 to 23 July 2021 inclusive)

8. Election of Officers – note that Chairman & Vice Chairman are ex-officio members of all Committees)
 - Vice Chairman (if required, since this is not a legal requirement).
 - Finance Committee with defined remit & powers
 - Asset Working Party / Committee with defined remit & powers
 - Play Area Working Party / Committee (including the Playground Officer) with defined remit & powers
 - Planning Applications are now considered by all Parish Councillors on email
 - RVBC Liaison Representatives – 2 Representatives
 - MCA Representative- ***note that 2 representatives are allowed, but they do not have a vote and a Deputy is to be elected.***
 - RV LALC Area Liaison Committee (3 voting members are allowed)
 - Media Responsibility Officer (Note that no Councillor may act alone, but Delegated Powers may be given to Clerk)
 - Staff Appraisal Committee (Note that this should be no more than 2 Councillors who have the relevant experience)

9. To confirm suggested dates for Parish Council meetings in the year 2021/22
Including venue & frequency

10. Any Other Annual Parish Council Meeting Business

Nicholas W. Marsden

Chairman, Mellor Parish Council