



Datchet Parish Council

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DATE: **4th May 2022**

TO: **ALL MEMBERS OF THE COUNCIL.**

Dear Sir/Madam

You are hereby summoned to attend the **ANNUAL STATUTORY MEETING** of **THE PARISH COUNCIL** to be held in **THE VILLAGE HALL, DATCHET** on **MONDAY 9th MAY 2022**, at **7.00 P.M.**, when it is proposed to transact the business specified in the following Agenda.

Yours faithfully,

KATY JONES
CLERK TO THE COUNCIL

AGENDA

1. To elect a **CHAIRMAN** of the **PARISH COUNCIL** for the ensuing year.
2. To receive the **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
3. Apologies and Announcements.
4. To elect a **VICE-CHAIRMAN** of the **PARISH COUNCIL** for the ensuing year.
5. To appoint Lead Councillors and their deputies as follows: -
 - a) **FINANCE AND ADMINISTRATION**
 - b) **PROPERTIES**
 - c) **GROUNDS**
 - d) **PLANNING**
 - e) **HIGHWAYS AND GENERAL PURPOSES**
 - f) **FLOODING AND DRAINAGE**
 - g) **EVENTS**
6. To review the appointment of the Independent Internal Auditor for 2022/2023.
7. To consider and approve the following statutory documents as required by Audit and the Annual Governance and Accountability Return.
 - a) Risk Assessment and Management Documents
 - b) Asset Register

- c) Code of Conduct
 - d) Standing Orders and Financial Regulations (Reviewed and approved Dec 2020)
 - e) Privacy Statement (required by GDPR)
 - f) IOC Model Publication Scheme
 - g) Health and Safety Policy
 - h) Equal Rights Policy
 - i) Volunteer Policy
 - j) Training and Development Policy
8. To appoint REPRESENTATIVES TO OTHER ORGANISATIONS, as set out in appendix 'D'.
 9. To appoint Members Working Groups. See Appendix 'E'
 10. To make amendments, if necessary, to the LIST of APPROVED CHEQUE SIGNATORIES.

The Chairman of the Parish Council	The Vice-Chairman of the Parish Council
The Lead Member for Finance	The Deputy Lead Member for Finance
The Lead Member for Grounds	Cllr E. Larcombe
The Lead Member for Properties	The Clerk

Cheques to be signed by the Clerk and any 2 approved signatories.
BACS to be authorised by the Clerk and 2 approved signatories.
 11. To approve the PROGRAMME of MEETINGS for the 2022/2023 Municipal Year.

**NOTE: THIS MEETING WILL BE IMMEDIATELY FOLLOWED BY A
NORMAL MEETING OF THE PARISH COUNCIL
WITH A REDUCED AGENDA.**