

SWAFFHAM PRIOR PARISH COUNCIL

Chairman: Mr John Covill. Clerk: Mrs Jude Griffiths
17 Mill Hill, Swaffham Prior, Cambridge, CB25 0JZ
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NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

To Members of the Council:

I hereby give notice that the Annual Meeting of Swaffham Prior Parish Council will be held in the Village Hall on **Thursday, 9th May 2024** starting at 7.00pm.

Members of the public and press are invited to attend. You are hereby summoned to attend for the purpose of transacting the following business:

AGENDA

- 1/24-25 Election of Chair**
- 2/24-25 Signature of declaration of acceptance of position of Chair**
- 3/24-25 Apologies for absence**
- 4/24-25 Election of Vice-Chair**
- 5/24-25 Confirmation of Parish Council Representatives and/or wardens for:**
 - a. Village Hall Management Committee**
 - b. Swaffham Prior Parochial Charities**
 - c. Swaffham Prior Sports & Recreation Committee**
 - d. Social Media**
 - e. Community Land Trust**
 - f. Local Plan**
 - g. Village Verges**
 - h. Churches**
 - i. School liaison**
 - j. Cemetery**
 - k. Footpaths**
 - l. Lamp posts**
 - m. Allotments**
- 6/24-25 Confirmation of RFO (Responsible Financial Officer) and PCRf (Parish Councillor Responsible for Finance)**
- 7/24-25 Approve the Accounting Statement**
- 8/24-25 Approve the certificate of exemption.**
- 9/24-25 Approve the Annual Governance Statement**
- 10/24-25 Review and adopt the standing orders**
- 11/24-25 Review and adopt the financial regulations**
- 12/24-25 Review and agree the assets register**
- 13/24-25 Review and agree continued subscriptions/memberships – CAPALC, ICCM, SLCC**

14/24-25 Review and agree the following policies and procedures:

- a) Cemetery and memorial management
- a) Code of Conduct
- b) Complaints
- c) Employment
- d) Equality and diversity
- e) Grant-giving
- f) Press and social media
- g) Training

15/24-25 Review and agree the following documents:

- a) Allotment tenancy agreement
- b) Allotment allocation process
- c) General risk assessment
- d) Parish nature recovery plan
- e) Publication scheme

16/24-25 Set times, dates and place of the years ordinary meetings including the annual meeting of the parish council.

Signed: *J. Griffiths* Date: 3rd May 2024

Clerk to the Parish Council