



Holybrook Parish Council

Agenda - Annual Meeting

Date of Meeting	Monday 16 th May 2022
Location	Beansheaf Community Centre
Time	To follow the Parish Annual Assembly which commences at 7.00pm
Circulation	All Council members

No.	Notes
1.	Election of Chairman for the Council year 2022/23 <i>Nominations are invited for the election of Chairman.</i> (Nominees must agree, and be nominated and seconded)
2.	Appointment of Vice-Chairman for the Council year 2022/23 <i>Nominations are invited for the election of Vice-Chairman.</i> (Nominees must agree and be nominated and seconded).
3.	To receive the Chairman's Declaration of Office.
4.	Apologies for absence.
5.	Minutes of the Annual Meeting of the Council on Thursday 6 th May 2021 Occurred at full council meeting on Monday 21 st June 2021. Matters arising were also considered at that time. Minutes are enclosed for reference only.
6.	Committees – Written report Clerk Members to consider the written report provided by the Clerk (enclosed) following which: <i>Members are invited to:</i> <i>1) confirm the proposed Executive Committee list;</i> <i>2) resolve the appointments to the agreed committees for 2022/23:</i> a) Community & Environment Committee; b) Planning Committee; c) Finance Committee; d) Human Resources Committee; e) Appointments to outside Bodies and Committees: - Neighbourhood Action Group; - LLC (AWE); - Dr Ellerton's Charity.

No.	Notes
7.	<p>Working Party Assignment – Project: Committee Terms of Reference:</p> <ol style="list-style-type: none"> 1) Members to appoint working parties for the compilation of the Terms of Reference for the agreed Executive Committees: <ol style="list-style-type: none"> a) Community & Environment Committee; b) Planning Committee; c) Finance Committee; d) Human Resources Committee. 2) Members to confirm that all working parties are to submit their recommended draft Terms of Reference no later than 12th September 2022 for full council approval bar the Finance Committee which must be approved at the full council meeting on Monday 20th June 2022.
8.	<p>Review and update of policies</p> <p>A list of the Council's policies is enclosed, including the date for review. Members to agree, that, with the proposed changes to the Parish Council's committees, the review of the policies is postponed for the appropriate committee to review once the Terms of Reference have been agreed.</p>
9.	<p>Training requirements</p> <p><i>Members to advise if they have any training requirements to help them with their role as a Parish Councillor:</i></p> <p>Possible suggestions:</p> <p>See enclosed e-mailed information from Wellers Law Group and/or visit https://www.slcc.co.uk/events/.</p>
10.	<p>Schedule of Meetings for Council year 2022/23</p> <p>Members to confirm the meeting schedule for the year 2022/23 (provisional reviewed in January 2022) and, particularly, the date of the Annual Assembly.</p>