

# COLEORTON PARISH COUNCIL

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clerk: Ms. Fiona M. Palmer

Sir/Madam

27 April 2021

## **SUMMONS TO ATTEND THE ANNUAL STATUTORY FULL COUNCIL MEETING OF COLEORTON PARISH COUNCIL**

Time/Date: **7.00 p.m. on Wednesday 5 May 2021**

Location: **Via ZOOM**

**Due to the Covid-19 virus and the guidance around social distancing and self-isolation, the Parish Council will be holding its meeting virtually through ZOOM.**

Join Zoom Meeting

<https://zoom.us/j/91554484510?pwd=dWxESzE1cXZLTEpWbjBzN1k4dTdjUT09>

Meeting ID: 915 5448 4510

Passcode: 559896



Clerk to the Council

### **Public Participation**

*Members of the public may make representations, give evidence or answer questions in respect of any matters included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public an opportunity to raise other matters of public interest.*

### **AGENDA**

1. To elect a Chairman for the year and to sign the declaration of office
2. Apologies for absence to be received and accepted by the Parish Council.
3. Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda.
4. To elect a Vice-Chairman for the year and to sign the declaration of office

5. Appointment of councillors, or council representatives with special responsibilities  
(Examples – School liaison, bus services, etc.)
6. Review of representation on or work with external bodies and arrangements for reporting back to council (councillors and council representatives)
  - a) Leicestershire and Rutland Association of local Councils (LRALC)
  - b) Beaumont Centre Village Hall Management Committee
  - c) Coleorton Heritage Group
  - d) County Archaeological Network
  - e) County Heritage Warden Scheme
  - f) Other bodies
7. Audit – Annual review of key council policies and procedures (2021 these were reviewed and approved in March to ensure Audit compliance. They will now be reviewed again throughout the year)
  - a) Code of Conduct
  - b) Standing Orders
  - c) Statement of Internal Control and Review of Effectiveness of Internal Control
  - d) Financial Regulation's
  - e) Risk Assessment and Management
  - f) Committee Terms of Reference
  - g) Freedom of information – Core Classes and Model Publication Scheme
  - h) Complaints Procedures
  - i) Dignity at work/bullying and harassment
  - j) Lone and Homeworkers
  - k) Disciplinary and Grievance
  - l) Data Protection
  - m) Asset Register
  - n) Insurance arrangements
  - o) Financial Reserves
  - p) Health and Safety
  - q) To confirm re-appointment the Internal Auditor
  - r) Councillors to re-confirm acceptance to receive meeting invites by email