

Skeeby Annual Meeting of The Council

Thursday 29th May 2025 at 6.15pm

Skeeby Jubilee Village Hall

Agenda

1. Election of Chairman
2. Chairman to sign Acceptance of Office
3. Apologies
4. To agree the Minutes of the Annual meeting held on Thursday 30th May 2024 as a true and accurate record
5. Election of Vice-chairman
6. To receive the Chairman's Annual Report
7. To appoint a Responsible Financial Officer for the coming year.
8. To receive & approve the Responsible Financial Officer's Year End annual report
9. To review & approve the asset register.
10. Annual Governance & Return (AGAR)
 - i. Certificate of Exemption. To agree to certify that during the financial year 2024 / 25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
 - ii. To consider, approve & sign the Annual Governance Statement
 - iii. To consider, approve & sign the Annual Accounting Statement
 - iv. To set the dates for the Notice of Public Rights & Publication of Annual Governance & Accountability Return.
11. To review & adopt policies & procedures
 - i. Standing Orders
 - ii. Councillors Code of Conduct
 - iii. Complaints Procedure
 - iv. Model Councillor Protocol
 - v. Risk Assessment / Management Document
 - vi. Financial Regulations
 - vii. FOI Publication Scheme
 - viii. Financial Risk Assessment
 - ix. Parish Clerk's Appraisal policy

12. To appoint 2 Councillors to attend YLCA Branch meetings & to represent the council as voting representatives at those meetings.

13. To note the date of the next Annual Meeting of the Council, Thursday 28th May 2026.