

# HARTLEPOOL HEADLAND PARISH COUNCIL

## ANNUAL MEETING OF THE COUNCIL

AT 6.45PM

MONDAY, 20<sup>TH</sup> MAY 2024

IN THE MIDDLEGATE ROOM, BOROUGH BUILDINGS

To all members of the Headland Parish Council:

You are hereby summoned to attend the next meeting of the Headland Parish Council which will be held on Monday 20th May 2024 at 6.45 pm in the Middlegate Room, Borough Buildings.

### Agenda

1. Apologies:
2. To elect a Chairperson for the ensuing year
  - 2.1 To receive the Chairperson's Declaration of Office
3. To elect a Vice-Chairperson for the ensuing year
  - 3.1 To receive the Vice Chairperson's Declaration of Office
4. Report of Outgoing Chairperson
5. Accept Minutes of previous AGM Meeting
6. Election of Delegates to Outside Bodies
  - 6.1 Audit & Governance Committee
  - 6.2 Any other Committees
  - 6.3 Review representation or work with external bodies and arrangements for reporting back
7. Confirm arrangements for Insurance Cover in respect of all insured risks
8. Report Council's and/or staff subscriptions to other bodies
  - 8.1 Society of Local Council Clerks (SLCC)
  - 8.2 National Association of Local Councils (NALC)
  - 8.3 Data Protection Registration (ICO)
9. To elect a Press Representative

**10. To elect an Employment Committee (2 members)**

**11. To appoint an Internal Auditor**

**12. To review Policies:**

**12.1 Standing Orders**

**12.2 Co-option Policy**

**12.3 Complaints Procedure**

**12.4 Health & Safety Policy**

**12.5 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

**13. To approve the 2023/24 End of Year Accounts**

**14. To approve Sections 1 & 2 of the Local Council's Annual Return (AGAR)**