



Coxhoe Parish Council
Coxhoe Village Hall
Front Street East
Coxhoe
Durham
DH6 4DB
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Email: clerk@coxhoeparishcouncil.gov.uk

28 April 2023

The Press and Public are very welcome to attend this meeting.

To All Members of the Parish Council

You are hereby summonsed to attend the Annual Meeting of Coxhoe Parish Council on **Wednesday 3 May 2023**, immediately following the Annual Assembly of Electors which starts at 6.00pm) at Coxhoe Village Hall for the purpose of transacting the following business:

S Taylor
Sophie Taylor
Clerk to the Council

Agenda

1 Election of Chair of the Council

2 Election of Vice Chair

3 To agree the willingness to hold the meeting and to note the Parish Council Public Participation Policy

4 To note apologies

5 To receive declarations of interest in items on the agenda (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)

6 Public participation

7 To review Standing Orders Section 5j and Annual Governance

- a) Review and adopt Standing Orders
- b) Review and adopt Financial Regulations
- c) Review of arrangements including legal agreements with other local authorities, not-for-profit bodies and businesses

- d) Review of representation on or work with external bodies and arrangements for reporting back
- e) To reaffirm the Council's eligibility to exercise the General Power of Competence
- f) Review of Asset Register and office equipment
- g) Confirmation of arrangements for insurance cover in respect of all insurable risks
- h) Review of Council and staff subscriptions to other bodies
- i) Re-adoption of Council Policies

8 To appoint Members to serve on the Parish Council's Committees or Working Groups for the current year, to agree Committees' Terms of Reference and delegation arrangements for Officers, Committees and any other authority

- a) To approve Committee structure and delegation arrangements
 - b) To agree Committee Membership
 - i) Human Resources Committee
 - ii) Grievance, Disciplinary and Complaints Committee
 - iii) Appeals Committee
 - iv) Youth Strategy Group Committee
 - v) Events, Environment and Finance Committee
 - c) To agree Terms of Reference for Committees
 - i) Human Resources Committee
 - ii) Grievance, Disciplinary and Complaints Committee
 - iii) Appeals Committee
 - iv) Youth Strategy Group Committee
 - v) Events, Environment and Finance Committee
- d) To agree the Council's Scheme of Delegation
- e) To agree delegation arrangements to Officers and any other authority

9 To confirm Annual Governance

- a) Review effectiveness of internal control including banking facilities and mandates

10 To consider other matters relating to governance of Coxhoe Parish Council

- a) To review and approve the Council's Action Plan 2023 to 24
- b) To note the Councillor Handbooks including Parish Council policies
- c) To note and approve Council and Committees' meeting dates up to and including the next Annual Meeting of the Council
- d) To note the Council's Code of Conduct
- e) To note land owned and leased by Coxhoe Parish Council

11 To confirm the date and time of next meeting

To confirm the date of the next Ordinary Meeting as Monday 5th June 2023 at 6:30pm Quarrington Hill Community Centre.