**SADDLEWORTH**



Parish Council

May 2023

To: The Chairman, Vice Chairman and Members of the Council

Dear Councillor

I hereby summon you to the Annual Meeting of the Council which will be held in the ballroom at the Civic Hall, Lee Street Uppermill on **Monday 22 May 2023 at 7.30pm** for the purpose of conducting the undermentioned business.

Prayers will be said prior to the commencement of the meeting, by Dr Paul Monk, Chairman’s Chaplain.

Tributes to our long serving retiring councillors will be presented.

Yours sincerely,

Karen Allott

Karen Allott

Clerk to the Council

**Working for Saddleworth**

**Karen Allott, Clerk to the Council**

**Council Offices, Civic Hall, Lee Street, Uppermill, Saddleworth OL3 6AE**

**Tel: 01457 876665**

**e-mail:** [**enquiries@saddleworthparishcouncil.org.uk**](mailto:enquiries@saddleworthparishcouncil.org.uk)[**www.saddleworthparishcouncil.org.uk**](http://www.saddleworthparishcouncil.org.uk)

**AGENDA**

1. **To receive apologies for absence**
2. **To approve the Minutes of the Annual Council Meeting held 23rd May 2022**
3. **Add declaration of interest to next year’s**

**3. Election of the Chairman 2023/2024**

To elect a Chairman of the Council for the year 2023/24

b) To invest the Chairman with Chain of Office

c) To receive the Chairman’s Declaration of Office

1. **Presentation of Past Chairman’s Medallion**
2. **Chairman’s Consort**

a) To invest the Chairman’s Consort with Chain of Office

b) Presentation of Past Chairman’s Consort Medallion

1. **Inaugural speech by the new Chairman**
2. **Election of the Vice Chairman**

a) To elect a Vice Chairman of the Council for the year 2023/2024

b) To invest the Vice Chairman with Chain of Office

c) Vice Chairman’s vote of thanks to the staff

d) To invest the Vice Chairman’s Lady with the chain of office

1. **A vote of thanks to the retiring Chairman and Vice Chairman for their services during the year**
2. **Reply to the vote of thanks by the retiring Chairman**
3. **Co-option – 2 vacant positions Delph & Dobcross**
4. **Annual Governance Statement for year ended March 2023**

This will be deferred until the Internal Audit is completed, and will be shared at the Finance Committee meeting in June. It will be added to the June Ordinary Council meeting agenda to consider and the Chairman to sign and approve. Deadline for publication end June 2023.

1. **Financial Regulations for the year 2023/2024**

Current document attached (being updated and will be shared at the June Finance meeting for consideration. They will be added to the July Ordinary Council meeting agenda to consider and accept.

1. **To agree and adopt the amended Standing Orders 2023/24** (circulated previously).
2. **To establish the Constitution of the Standing Committee of the Council (**Proposed Memberships of Committees to be shared following Association of Councillor’s meeting)
   * 1. Planning Committee (12)
     2. Finance Committee (9)
     3. Assets Management Committee (7)
     4. Communications Committee (5)
     5. Staffing Committee (5)
     6. Disciplinary Committee (5)
     7. Appeals Committee (5)
     8. Environment Committee (6)
     9. Traffic & Transport Committee (6)
     10. Strategic Planning Committee (6)
     11. Civic Functions Committee (6)

**14. To appoint the Chairman and Vice Chairman of each Committee.**

**15. To accept the calendar of meetings of the Council for the ensuing year**. (Circulated previously)

**16. To appoint representatives on outside bodies**

* + 1. Standards Committee (1)
    2. Peak Park Parishes Forum (1)
    3. Millgate Arts Centre (2)
    4. Huddersfield Canal Society (1)

**17. To appoint Representatives to Saddleworth Educational and other Charities**

* + 1. Hawkyard & Whitehead Educational Foundation (2)
    2. Trustees of the Rochdale United Charity (2)

**18. To approve the Bank Account authorised signatories for 2023/2024**

* + 1. Chairman, Vice Chairman, Chairman of Finance Committee,
    2. Vice Chairman of Finance Committee, Chairman of Assets Management
    3. Clerk to the Council
    4. RFO

**19. To approve the Accounts for Payment for April 2023 (attached)**

Total Income £ 6, 301 Total Expenditure £19,998.05

There were no payments made in accordance with Section 137 and 139 of the Local Government Act 1972.