**SADDLEWORTH**



Parish Council

 May 2024

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 20 May 2024 at 7.30pm** for the purpose of conducting the undermentioned business.

Prayers will be said prior to the commencement of the meeting, by Rev Ken McNally, Chairman’s Chaplain.

Yours sincerely,

**K E Allott**

Karen Allott

Clerk to the Council

**Working for Saddleworth**

**Karen Allott, Clerk to the Council**

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**AGENDA**

1. **To receive apologies for absence**
2. **To receive Declarations of Interest**
3. **To approve the Minutes of the Ordinary Council Meeting held 22nd April 2024**
4. **Election of the Chairman 2024/2025**

To elect a Chairman of the Council for the year 2024/25

 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 2024/2025

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 Consort 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. **Annual Governance Statement for year ended March 2024**

 This will be presented at the same time as the AGAR after the internal audit has been completed.

1. **Financial Regulations for the year 2024/2025**

The updated Financial Regulations will be presented later in the year.

1. **Statement of Internal Control 2024/25**

To consider the recommendation of the Finance Committee and accept the Statement of Internal Control for the year 2024/2025 (attached).

1. **To adopt the existing Standing Orders** (no alterations or additions, 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)

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

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

**18. 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)

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

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

**20. To approve the Bank Account authorised signatories for 2024/2025**

* + 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

**21. To approve the Accounts for Payment for April 2024 (attached)**

 Total Income £ 7,235.60 Total Expenditure £63,275.68

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

