



**To All Members of the Council.**

You are hereby summoned to attend an Annual General Meeting of Dordon Parish Council, on **Tuesday 18<sup>th</sup> June 2024, at 6:30pm**, for the purpose of transacting the following business.

This meeting will be held in person at Dordon Village Hall, Browns Lane, Dordon,

**Byron Melia. Chairman to Dordon Parish Council.**

Email: [dordonpc@outlook.com](mailto:dordonpc@outlook.com) Tel: 07770 704 617

Date: Thursday 13<sup>th</sup> June 2024.

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## **ANNUAL GENERAL MEETING AGENDA**

- 1/2024**      **Election of Chairman** – To elect a chair of the parish council for the year 2024 to 2025.
- 2/2024**      **Apologies and acceptance of reasons for absence.**
- 3/2024**      **Declarations of interest.**
- a. To declare any personal interests or prejudicial interests in items on the agenda and their nature
  - b. To consider and approve any requests for dispensation relating to Agenda items.
- 4/2024**      **Public Participation.** To adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this agenda. Members of the public may not take part in the Parish Council Annual General Meeting itself.
- 5/2024**      **Minutes of the 2023 Annual General Meeting.** To receive and approve the minutes of 2023 Annual General Meeting.

- 6/2024** To receive the Chairman’s Declaration of Acceptance of Office.
- 7/2024** Election of Vice – Chairman.
- 8/2024** To receive the Vice-Chairman’s Declaration of Acceptance of Office.
- 9/2024** To review and readopt the Parish Council’s Standing Orders.
- 10/2024** To agree dates and venue for council meetings for the year 2024 – 2025.  
a. To agree the date of the Annual Parish Meeting.  
b. To agree the dates of full parish council meetings.
- 11/2024** To Appoint Committee Members and Review the Remit and Delegation of Functions to Committees, and to the Clerk to the Parish Council.  
a. To appoint staff committee members  
b. To appoint social media & website committee members
- 12/2024** To appoint representatives to sit on outside bodies.  
a. Northern Area Committee of Parish Councils.  
b. Dordon Patient Forum Group
- 13/2024** To agree bank signatories.
- 14/2024** To receive a report on the capital assets and liabilities vested in the council:  
a. A statement of finances at 31st March 2024.  
b. Assets owned by the Council.  
c. A statement of known liabilities for the Council.
- 15/2024** To Review and readopt the Parish Council’s:  
a. Financial Regulations.  
b. The Councillor Code of Conduct.  
c. Dordon Parish Council Staffing Handbook.

**End of Annual General Meeting.**

**Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the meeting.**