

**ROXBY-CUM-RISBY PARISH COUNCIL  
THE ANNUAL PARISH COUNCIL MEETING WILL BE HELD ON  
WEDNESDAY 8 MAY 2024 AT 7.15 PM IN ROXBY COMMUNITY CENTRE**

**AGENDA**

- 24/25 - 1 Apologies
- 24/25 - 2 Election of Chair and signing of the Chair's Declaration of Acceptance of Office
- 24/25 - 3 Election of Vice-Chair
- 24/25 - 4 Election of Other Officers and Committee Representatives
- Personnel Committee
  - NATS Representative
  - NLGEP Group
- 24/25 – 5 To confirm all Councillors have reviewed their Declarations of Interest
- 24/25 – 6 To review and approve the Internal Auditor for 2024-25
- 24/25 – 7 To review and approve the standing orders/financial regulations/code of conduct
- 24/25 – 8 To review and approve the following policies:
- Adult Safeguarding Policy
  - Child Protection Policy
  - Equality and Diversity Policy
  - Health and Safety Policy
  - Personnel Committee Terms of Reference
  - NEW Disciplinary Policy and Procedure
  - NEW Grievance Policy and Procedure
- 24/25 – 9 To review and approve the ordinary Parish Council meetings for 2024/25
- 24/25 – 10 Declarations of interest
- a) To record declarations of interest by any member of the council in respect of the items listed below. Members declaring interests should identify the item and type of interest being declared.
  - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
- 24/25 – 11 To receive the minutes of the meeting held on 13 March 2024 for approval
- 24/25 – 12 To consider the annual Internal audit report 2023-24
- 24/25 – 13 External audit
- a. Approval of Annual Governance Statement 2023-24
  - b. Approval and signature relating to the Accounting Statements 2023-24
  - c. To consider and approve Certificate of Exemption 2023-24
  - d. Agree dates for public notice for period of exercise of public rights to 2023-24 accounts
- 24/25 – 14 Finance reports
- a. To receive updates regarding finance and agree payments for 2023-24
  - b. To review and approve the financial risk assessment.
  - c. To review and approve the asset register.
- 24/25 – 15 To review and approve BHIB Insurance policy
- 24/25 – 16 Update for the NLGEP group

- 24/25 – 17 Landfill Site
- 24/25 – 18 Dogfouling
- 24/25 – 19 Village image:  
i) Roxby  
ii) Dragonby
- 24/25 – 20 Playing Field
- 24/25 – 21 Planning applications
- 24/25 – 22 Roads
- 24/25 – 23 Correspondence
- 24/25 – 24 To receive an update on any flooding issues in Roxby
- 24/25 – 25 Reports:  
i) Clerk  
ii) Parish Councillors  
iii) Ward Councillors
- 24/25 – 26 Items for inclusion on next meeting's agenda
- 24/25 – 27 Date and time of next meeting

**The Council will consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the following items to be discussed**

- 24/25 – 28 Staff Payments
- To authorise payment of Clerk's salary and expenses

Mrs Jo Curtis  
Clerk, Roxby-cum-Risby Parish Council  
2 May 2024