

DITTISHAM PARISH COUNCIL
Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

To all members of Dittisham Parish Council

30 April 2026

You are hereby summoned to attend the monthly meeting of Dittisham Parish Council to be held in **Dittisham Village Hall on Wednesday 6 May 2026 at 7:00pm.** for the purpose of transacting the following business.

Annual Meeting of the Parish Council AGENDA

1. **Election of Chair**
2. **Chair's Signature of Declaration of Acceptance of Office**
3. **Election of Vice-Chair**
4. **Apologies for absence**
5. **Declaration of Interests:** To declare interests in items on the agenda
6. **Consideration of the recommendations made by a committee** *(if any)*
7. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities**
8. **Review of the terms of reference for committees** *Confirmation of the Terms of Reference for Personnel Committee and Subcommittee*
9. **Appointment of members to existing committees** *Confirmation of the appointment of the Members of Personnel Committee and Subcommittee*
10. **Appointment of any new committees** *in accordance with standing order 4*
11. **Review and adoption of appropriate:**
 - 11.1. **Standing orders**
 - 11.2. **Financial regulations**
12. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
13. **Review of representation on or work with external bodies and arrangements for reporting back** *To confirm the appointments and the role description of 'Working Groups & Positions of Responsibility' document, as approved at the April Meeting of the Parish Council.*
14. ~~In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;~~
15. **Review of inventory of land and other assets including buildings and office equipment;** *To confirm the Asset Register as at 31/03/25, as approved at the April Meeting of the Parish Council.*
16. **Confirmation of arrangements for insurance cover in respect of all insurable risks** *To note the current three-year agreement which ends 2/7/27.*
17. **Review of the Council's and/or staff subscriptions to other bodies** *Includes DALC and SLCC*
18. **Review of the Council's complaints procedure**
19. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation** *(see also standing orders 10,19, and 20); Note approval at April meeting of the Parish Council*
20. **Review of the Council's policy for dealing with the press/media** *Incorporated within the Communications Policy*
21. **Review of the Council's employment policies and procedures**
22. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**
23. **Review of matters required by the Annual Audit:**
 - 23.1. **Review of Statement of Internal Control**
 - 23.2. **Review of Parish Council Risk Assessment/Risk Register**
 - 23.3. **Receipt of Grants and Proof of Need Summary 2025/6**
 - 23.4. **Confirmation of bank signatory arrangements**
 - 23.5. **Approval of Standing Orders and Direct Debits**
 - 23.6. **Finance policies (Investment Strategy and Reserves Policy)**
24. **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council** *Include member's consent to receive agendas by email.*