



# QUENIBOROUGH PARISH COUNCIL

Parish Office  
Rearsby Road  
Queniborough  
Leicester. LE7 3DH

Tel: 0116 2603313  
Email: [clerk@queniboroughpc.org.uk](mailto:clerk@queniboroughpc.org.uk)  
Website: [www.queniboroughpc.org.uk](http://www.queniboroughpc.org.uk)

8<sup>th</sup> May 2024

Dear Councillor,

You are summoned to The Annual Meeting of the Parish Council held at The Parish Council Meeting Room at 7:45pm on Wednesday 15<sup>th</sup> May 2024 the agenda is appended.

Yours faithfully,

*Rachel Barlow-Skinner*

Rachel Barlow-Skinner  
Clerk to the Council

## AGENDA

1. Election of Chairman for ensuing year and signing of Acceptance of Office
2. Election of Vice-Chairman for the ensuing year and signing of acceptance of office
3. Apologies and Acceptance
4. Declaration of Councillor's interests and requests for dispensation
5. Review and Adoption of Standing Orders (see separate sheet)
6. Review and Adoption of Financial Regulations (see separate sheet)
7. Delegation of Powers to Standing Committees including Review of Terms of Reference (see separate sheet)
8. Election members of Standing Committees:
  - a) General Purpose and Cemetery Management Committee
  - b) Recreation Committee
  - c) Any other committees as agreed in item 8
9. Appointment and reports (if any) of Representatives to Other Bodies:
  - a) Village Hall Management Committee
  - b) Alex Neal Charity
  - c) Parish Council and Scout Association Community Use Committee
10. To approve Schedule of Meetings for the forthcoming year. (see separate sheet)
11. Delegation of authority for staff to act (see separate sheet)
12. Consideration of the Council being eligible to exercise the general powers of competence (see separate sheet)
13. Awards for Services to the Parish (see separate sheet)
14. Approval of Internal Auditors' report and action arising (see separate sheet)
15. Approval of Annual Governance Statement: Clerk to report
16. To approve and sign Accounts for Audit: Clerk to report
17. Review of spending under section 137: Clerk to report
18. Appointment of Internal Auditor for 2024/25; Clerk to report
19. Policies and key documents for the Parish Council (see separate sheet)
20. Granting of Chairman's Allowance (see separate sheet)
21. Annual Salary Awards 2023-24: Clerk to report
22. Review of Asset Register (see separate sheet)
23. Insurances renewal and review (see separate sheets)
24. Review of Risk Assessment (see separate sheet)
25. Planning Applications