



Aylburton Parish Council

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Thursday 13th May 2021

To all members of the Council

You are hereby summoned to participate as a member of Aylburton Parish Council remotely via Zoom on Tuesday 25th May 2021 for the purpose of transacting the following business. Please refer to the [meeting pack](#) for any notes on agenda items.

Ms Meg Humphries, Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

**Annual Parish Assembly, followed directly by the Annual Council meeting
Tuesday 25th May 2021 at the Community Room, Aylburton Methodist Chapel**

Agenda

Annual Parish Assembly

1. To receive apologies for absence.
2. Welcome.
3. To approve the accuracy of the [2019 Annual Parish Assembly Minutes](#) (no meeting in 2020 due to the COVID-19 lockdown).
4. Parish Council Chairman's Annual Report.
5. Reports from local organisations (either in person or sent in).
6. Annual Financial Report.
7. Open Forum.
8. Future Parish Assembly Date: To be confirmed.

Annual Council Meeting

1. To receive apologies for absence.
2. Election of the Chairman and Vice-Chair for 2021-22.
3. Delivery by the Chairman/Vice Chairman of the Council of their acceptance of office form.
4. To note the approval of the minutes of the [2019 Annual Council Meeting](#), approved at the June 2019 full council meeting.
5. To review and amend/re-adopt [Standing Orders](#) (last reviewed February 2021) and [Financial Regulations](#) (last reviewed February 2021).
6. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities (see [meeting pack](#)).
7. To review representation on or work with external bodies and arrangements for reporting back (see [meeting pack](#)).
8. To review [Asset Register](#), the inventory of land and assets including buildings and office equipment.
9. To review and confirm arrangements for insurance cover in respect of all insured risks (see meeting pack).
10. To review the Council's and/or employees' memberships of other bodies.
11. To review the Council's [complaints policy](#).
12. To review the Council's [Data Protection and Privacy Policy](#).
13. To review the Council's [policy for dealing with the press/media](#).
14. To note the [time and place of ordinary meetings of the Full Council for the year ahead](#).
15. Future Annual Council Meeting Date: To be confirmed.