**6th May 2025**

Dear Councillors,

You are hereby summoned to attend the ANNUAL meeting of Tintwistle Parish Council to be held on Wednesday 14th May 2025 at **7pm** at St James Church, Crowden.

**Tracy Lewis**

Tracy Lewis, Clerk to the Council

[tpcounciloffices@aol.com](mailto:tpcounciloffices@aol.com)

**AGENDA**

1. **To elect the Chair of the Council and to receive the Chair’s Declaration of Acceptance of Office**
2. **To elect the Vice Chair of the Council**
3. **To receive apologies for absence**
4. **To receive any Declarations of Interest from members re: items on the agenda**
5. Public participation - Up to 15 minutes will be made available for members of the public to raise matters relevant to the business of the Parish Council.
6. **To approve the minutes of the last council meeting held on 16th April 2025**
7. **To receive the last minutes and recommendations from any committee**
8. **To receive the latest reports from Borough and/or County Councillors**
9. **To consider any planning applications** – None to date
10. **To consider any items of correspondence received** – None to date
11. **To consider any Allotment Matters received:**
12. Allotment Working Party to present half-yearly inspection report to Council for approval.
13. Request from tenant to erect new gates and fences
14. **To approve and adopt the proposed Standing Orders for Tintwistle Parish Council**
15. **To approve and adopt the proposed Financial Regulations for Tintwistle Parish Council**
16. **To review Committee and Working Group Structures including their terms of reference and delegated powers and appoint members to serve on them**, namely:
    1. The Staffing Committee
    2. The New Community Centre committee
    3. The Risk Management Working Group
    4. The Allotments Working Party
17. **To review and agree other Delegated Powers**
18. **To review and agree any amendments to Council Policies and Documents** 
    1. Data Breach policy
    2. Publication Scheme policy
    3. Record Retention policy
    4. Dignity at Work policy
    5. Code of Conduct
    6. Subject Access Request policy
    7. Complaints policy
    8. Communications policy covering press/media relations
    9. Equality & Diversity policy
    10. Staff sickness & attendance policy
    11. Grievance & Discipline policy
19. **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
20. **To review work with external bodies and agree representation and reporting processes**
21. **To review and approve the Council’s Fixed Asset Register**
22. **To review the Council insurance policy and decide on any alterations**
23. **To review subscriptions to other Bodies**
24. **To review contractor arrangements and review and approve the proposed ‘Approved Contractor and Contractor Assessment policy’**
25. **To review and approve the proposed ‘Hall and Field Hire policy, terms and conditions’**

**Finance & Accounts**

1. **To authorise the tabled accounts for payment**
2. **To review the Council’ expenditure under S137 Local Government Act 1972 for 2024/25**
3. **To review and approve the continuation of the Parish Council Community Fund in 2025/26**
4. **To review the effectiveness of the council’s System of Internal Controls**
5. **To review and appoint signatories to the Council’s bank account for the coming year**
6. **To approve the use of BACS and Direct Debit as a payment method for specified goods and services**
7. **To review and accept the internal auditors report for 2024/25**
8. **To review and complete section 1) of the Annual Governance and Accountability Return - Annual Governance Statement for 2024/25**
9. **To review and complete section 2) of the Annual Governance and Accountability Return - Accounting Statements for 2024/25**
10. **To confirm the date of the next Parish Council meeting and time/place of other full Council meetings in 2025/26**