

## **SINNINGTON PARISH COUNCIL**

Notice is hereby given that an Extra-ordinary meeting of Sinnington Parish Council will be held in the Village Hall, Sinnington **at 3pm on Thursday 6th April 2023** and all members of the said council are hereby summoned and required to attend to transact the business listed below.

1. To receive and record attendance, note apologies for absence and consider the reasons given for non-attendance.
2. To receive any declarations of interest from members relating to items on the agenda and deal with any applications for dispensations from members of the council.
3. To approve the minutes of the council meeting held on 6<sup>th</sup> March 2023.
4. To appoint an Internal Auditor for the year ending 31<sup>st</sup> March 2023.
5. To declare Sinnington Parish Council is exempt from an External Audit for the year ending 31<sup>st</sup> March 2023.
6. To receive, review and adopt the following Council Policies and Procedure documents:
  - i. Standing Orders March 2023.
  - ii. Financial Regulations April 2023.
  - iii. Code of Conduct April 2023.
  - iv. Employee Handbook March 2023, including staff policies for Health and Safety, Training and Development, Equality and Diversity, Sickness and Welfare, Disciplinary and Grievance, Lone working and Home working.
  - v. Risk Strategy Assessment March 2023.
  - vi. Scheme of Delegation April 2023.
  - vii. Terms of Reference for Staffing Committee April 2023.
7. To receive information on the tree work carried out on The Stripe.

A handwritten signature in black ink, appearing to read 'Michael Swinnerton', written over a horizontal line.

Michael Swinnerton – Chair to Sinnington Parish Council  
sinningtonpc@yahoo.com

All residents are welcome to attend, please contact the Clerk with any questions.