



# DILHORNE PARISH COUNCIL

The Gables, 504 Weston Road,  
Stoke-on-Trent, ST3 6QD  
Telephone: 01782 698509/07955 240891  
Email: clerk@dilhorne.staffslc.gov.uk  
Website: www.dilhorneparishcouncil.co.uk

Chair of the Council: Mr David Bateman

Parish Clerk: Mrs Lynn Cantlay

## **ANNUAL ASSEMBLY TUESDAY 20th APRIL 2021 AT 7PM TO BE HELD VIRTUALLY VIA ZOOM**

### **AGENDA**

1. Apologies for absence
2. Election of Officers: -  
Chairperson  
Vice Chairperson  
Deputy Vice Chair  
Monitoring Financial Officer
3. Minutes of 2019 Annual Assembly meeting. (These were signed and approved at the June 2019 meeting) There was no meeting held in 2020 due to the Coronavirus pandemic.
4. Election of Representatives: -  
Dilhorne Recreation Centre  
Staffs Moorlands Parish Assembly
6. Review of Insurance Cover
7. Review of Standing Orders and Financial Regulations
8. Review Risk Assessment Document
9. Review of Fixed Asset Register
10. Review of Data Protection Policy / Media Relations Policy /Social Media Policy / Safeguarding Policy
11. Adoption of Complaints Procedure Policy
12. Meeting dates June 2021 – May 2022
13. Bank Signatories
14. Chairs Report

**THIS MEETING WILL IMMEDIATELY BE FOLLOWED BY THE APRIL  
ORDINARY PARISH COUNCIL MEETING**

Signed *Lynn Cantlay*  
Clerk to the Council

Dated 20<sup>th</sup> April 2021