



Councillors are hereby summoned to a meeting of the Steep Parish Council for the transaction of business set out below.

Sam Marchant, Clerk to the Parish Council

Email: clerk@steep-pc.gov.uk

Agenda

1. Apologies for absence
2. Approval of Minutes: to approve the minutes of the Annual General Meeting held on 12 May 2025
3. To elect a Chair then witness signing of Declaration of Acceptance of Office
4. To elect a Vice Chair
5. To receive Declaration of Interest forms for renewal
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter.
6. Public Comment: speaking is limited to 3 minutes per person
7. To review appointments to Committees and Working Groups
 - a. Planning Committee: to appoint Chair and confirm all Cllrs as members
 - b. Finance Working Group: to appoint members
 - c. HR & Staffing Working Group: to appoint members
8. To review appointment of Cllr Responsibilities
 - a. IT
 - b. Roads & Traffic
 - c. Steep Common
 - d. War Memorial
 - e. Footpaths & Rights of Way
 - f. Lengthsman
 - g. Communications: Website & Social Media
 - f. Communications: Newsletter rota
9. Administration
 - a. Confirm Meeting dates for 2027
 - b. Review the Statement of Internal Controls
 - c. Insurance Renewal: to approve
10. Date and time of the next PC meeting: Monday 1 June at 7:30pm