

Annual Meeting of the Parish Council

7.30pm Tuesday 12th May 2015, Harberton Parish Hall

Agenda As appears in the Parish Council Standing Orders

1	Election of the Chairman	
2	Election of the Vice Chairman	
3	Delivery by councillors of their declarations of acceptance of office.	
4	Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.	
5	Review of delegation arrangements to committees, sub-committees, employees and other local authorities.	
6	Review of the terms of references for committees.	HNP terms of reference Finance Committee terms of reference
7	Receipt of nominations to existing committees.	
8	Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.	
9	Review and adoption of appropriate standing orders and financial regulations.	Standing orders. Financial Regulations.
10	Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.	
11	Review of representation on or work with external bodies and arrangements for reporting back.	
12	Review of inventory of land and assets including buildings and office equipment.	Assets Register
13	Review and confirmation of arrangements for insurance cover in respect of all insured risks.	
14	Review of the Council's and/or employees' memberships of other bodies.	
15	Establishing or reviewing the Council's complaints procedure.	DRAFT Complaints Procedure
16	Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998. - Consider payment to 'notify' Information Commissioner's Office and register as a 'data controller'.	DRAFT Freedom of Information Policy and DRAFT Data Protection Policy
17	Establishing or reviewing the Council's policy for dealing with the press/media.	DRAFT Press and Media Policy
18	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.	