

Annual Meeting of the Parish Council

7.00pm Tuesday 10th May 2016, Harberton Parish Hall

Agenda As appears in the Parish Council Standing Orders

1	Election of the Chairman	
2	Election of the Vice Chairman	
3	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.	
4	Review of delegation arrangements to committees, sub-committees, employees and other local authorities.	
5	Review of the terms of references for committees. <ul style="list-style-type: none">- Finance Committee Terms of Reference- Harberton Parish Neighbourhood Plan Steering Group Terms of Reference	HNP terms of reference Finance Committee terms of reference
6	Receipt of nominations to existing committees <ul style="list-style-type: none">- Finance Committee- Harberton Parish Neighbourhood Plan Steering Group	
7	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.	
8	Review and adoption of appropriate standing orders and financial regulations.	Standing orders. Financial Regulations.
9	Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.	
10	Review of representation on or work with external bodies and arrangements for reporting back. <ul style="list-style-type: none">- Harberton Playing Field Association- Harbertonford Playground Association- Community Land Trust- Harberton Parish Hall- Harbertonford CE Primary School Committee	
11	Review of inventory of land and assets including buildings and office equipment.	Assets Register
12	Review and confirmation of arrangements for insurance cover in respect of all insured risks.	Insurance Renewal Invitation
13	Review of the Council's and/or employees' memberships of other bodies. <ul style="list-style-type: none">- Devon Association of Local Council's- Society of Local Council Clerks	
14	Establishing or reviewing the Council's complaints procedure.	Complaints Procedure
15	Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.	Freedom of Information Policy and Data Protection Policy
16	Establishing or reviewing the Council's policy for dealing with the press/media.	Press and Media Policy
17	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.	