

Annual Meeting of the Parish Council7.00pm Tuesday 8th May 2018, 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 the Chairman of the Council of his/her acceptance of office form unless the council resolves for this to be done at a later date	
4	Confirmation of the accuracy of the minutes of the last meeting of the Council	
5	Receipt of the minutes of the last meeting of a committee	
6	Consideration of the recommendations made by a committee	
7	Review of delegation arrangements to committees, sub-committees, employees and other local authorities.	
8	Review of the terms of references for committees. - Finance Committee Terms of Reference - Harberton Parish Neighbourhood Plan Steering Group Terms of Reference	HNP terms of reference Finance Committee terms of reference
9	Receipt of nominations to existing committees - Finance Committee - Harberton Parish Neighbourhood Plan Steering Group	
10	Appointment of members to existing committees	
11	Appointment of any new committees	
12	Review and adoption of appropriate standing orders and financial regulations.	Standing orders. Financial Regulations
13	Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.	
14	Review of representation on or work with external bodies and arrangements for reporting back. - Harberton Playing Field Association - Harbertonford Playground Association - Community Land Trust - Harberton Parish Hall - Harbertonford CE Primary School Committee	
15	In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future	
16	Review of inventory of land and assets including buildings and office equipment.	Assets Register
17	Review and confirmation of: - risk assessment - arrangements for insurance cover in respect of all insured risks	Risk assessment. Insurance Renewal Invitation.
18	Review of the Council's and/or staff subscriptions to other bodies. - Devon Association of Local Council's - Society of Local Council Clerks	
19	Review of the Council's complaints procedure.	Complaints Procedure
20	Review of 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
21	Establishing or reviewing the Council's policy for dealing with the press/media.	Press and Media Policy
22	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.	