

Annual Meeting of Harberton Parish Council

7:30pm Tuesday 16th May 2022 at Harbertonford Village Hall

Agenda

- 1. Election of the Chairman**
- 2. Election of the Vice Chairman**
- 3. Delivery of acceptance of office form by the Chairman of the Council and councillors not present at the meeting of 9th May 2023 unless the council resolves for this to be done at a later date**
- 4. Review of delegation arrangements to committees, sub-committees, staff and other local authorities**
- 5. Review of the terms of reference for committees**
 - 5.1. Finance Committee Terms of Reference***
 - 5.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference***
- 6. Receipt of nominations and appointment of members to existing committees**
 - 6.1. Finance Committee**
 - 6.2. Harberton Parish Neighbourhood Plan Steering Group**
- 7. Appointment of any new committees in accordance with standing order 4**
- 8. Review and adoption of appropriate:**
 - 8.1. Standing Orders***
 - 8.2. Financial Regulations***
- 9. 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**
- 10. Review of representation on or work with external bodies and arrangements for reporting back**
 - 10.1. Harberton Playing Field Association**
 - 10.2. Harbertonford Playground Association**
 - 10.3. Community Land Trust**
 - 10.4. Harberton Parish Hall**
 - 10.5. Harbertonford CE Primary School**
 - 10.6. Sustainable Harbourne Valley**
- 11. 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;**
- 12. Review of inventory of land and assets including buildings and office equipment (*Asset Register**)**
- 13. Confirmation of arrangements for insurance cover in respect of all insured risks**
- 14. Review of the council's and/or staff subscriptions to other bodies**
 - 14.1. Devon Association of Local Councils**
 - 14.2. Society of Local Council Clerks**
- 15. Review of the council's complaints procedure***
- 16. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 (*Freedom of Information Policy**) and the Data Protection Act 1998; (*Subject Access Request Policy and Procedures**)**
 - 16.1. Freedom of Information Policy**
 - 16.2. Subject Access Request Policy and Procedures**
- 17. Review of the council's policy for dealing with the press/media**
- 18. Meetings**

- 18.1. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council
- 18.2. Councillors consent to receive agendas by email
19. **Review of Statement of Internal Control***
20. **Review of Parish Council Risk Assessment***
21. **Receipt of Grants and Proof of Need Summary 2022/23***
22. **Confirmation of bank signatory arrangements**
23. **Approval of Standing Orders and Direct Debits**
24. **Review of protocol on recordings of meetings***
25. **Treatment of anonymous letters***