

Annual Meeting of Harberton Parish Council

7:00pm Tuesday 13th May 2025 at Harberton Parish Hall

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Agenda As outlined in the Parish Council's Standing Orders

- 1. Election of the Chairman**
- 2. Election of the Vice Chairman**
- 3. Delivery of acceptance of office form(s) by**
 - 3.1. the Chairman of the Council
 - ~~3.2. all Councillors, in an election year only~~
- 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 legal agreements), with other local authorities, not for profit bodies and businesses**
- 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. Harberton Parish Hall
 - 10.4. 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*)
NB Asset Register was reviewed at the Ordinary Meeting of the Parish Council in April.
- 13. Confirmation of arrangements for insurance cover in respect of all insured risks** *Documents to be tabled by the Clerk.*
- 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**
 - 15.1. Harberton Parish Council Complaints Procedure*
 - 15.2. Harberton Parish Council Vexatious Complaints Policy*
- 16. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**

- 16.1. Freedom of Information Policy
- 16.2. Subject Access Request Policy and Procedures (*Data protection legislation*)
- 17. Review of the council's policy for dealing with the press/media** (*Communications Protocol**)
- 18. Review of the Council's employment policies and procedures;** (*Human Resources (HR) Policies*):
 - 18.1. Disciplinary Policy and Procedures*
 - 18.2. Grievance Policy and Procedures*
 - 18.3. Anti Bullying and Harassment Policy*
 - 18.4. Anti Bullying and Harassment Risk Assessment*
 - 18.5. Consideration of adoption of a Staff Handbook or any additional HR policies required
- 19. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**
- 20. Meetings**
 - 20.1. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council
 - 20.2. Councillors consent to receive agendas by email