

HARTPURY PARISH COUNCIL

Parish Clerk: Miss V Roberts, 2 Knights Way, Newent, Glos. GL18 1QL
01531 828171 or 07984 528167

25th April 2016

Dear Councillors

You are hereby summoned to attend the Annual General Meeting to be held on Wednesday 4th May 2016 at Hartpur Village Hall at 7.30pm.

AGENDA

- 1. Apologies for Absence**
To receive and accept any apologies given
- 2. Election of chair**
To elect a Chairman of the Council
- 3. Election of Vice-Chair**
To elect a Vice-Chairman of the Council
- 4. Declarations of Acceptance**
To accept declarations of acceptance of office by Chair, Vice-Chair and Councillors
- 5. Code of Conduct**
To review and accept Code of Conduct and sign relevant forms
- 6. Standing Orders & Financial Regulations**
To review and accept Standing Orders and Financial Regulations
- 7. Committee Arrangements**
To review and accept delegation arrangements and terms of reference to existing committees, sub-committees, employees and other local authorities
- 8. Asset inventory**
To review and accept the inventory of land and assets including buildings and office equipment
- 9. Insurance cover**
To note that insurance cover is fully up to date.
- 10. Complaint's, FOI/DPA and press/media procedures**
To review and accept the Council's complaint procedure.
To review and accept the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
To receive, discuss and accept the proposed procedure for dealing with the press and media
11. Questions from members of the public
12. Other Items for Discussion only

All meetings of the Council are open to the public with the exception of Agenda items taken confidentially in Committee under standing orders.



V Roberts
Clerk