

HARTPURY PARISH COUNCIL

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

25th April 2017

Members of the public are invited to attend the Annual Meeting of Hartpury Parish Council that has been arranged for the 3rd May 2017 at 7.30pm at the Village Hall for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in **green** are for decision all other items are for information only.

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. Risk Assessment**
To review and accept Risk Management Controls
- 10. Insurance cover**
To note that insurance cover is fully up to date.
- 11. 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 review and accept the Council's procedure for dealing with the press and media.
- 12. Questions from members of the public**
- 13. 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