

MURTON PARISH COUNCIL

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NOTICE OF ANNUAL MEETING OF MURTON PARISH COUNCIL to be followed by ORDINARY MEETING

To all members of the Council: Steve Atkinson, Barbara Govan, Debbie Hewitt, Anne King, Pat Laverty (Vice Chair), Tina Longstaff, Alan Taylor, Frank Price (Retiring Chair)

You are hereby summoned to attend the Annual Meeting of the Murton Parish Council to be held at **Appleby Golf Club Monday 11 May 2015 at 7.30 pm**, followed by an Ordinary Meeting.

AGENDA – Annual Meeting

1. **Apologies for Absence**
2. **Signing of Declarations of Acceptance of Office**
3. **Election of the Chair and Vice Chair & Signing of Declaration of Acceptance of Office of Chair**
4. **Declarations of Interest** - To receive declarations, by elected members, of disclosable personal or pecuniary interests in respect of items on this Agenda.
5. **Minutes** - To authorise the signing of the minutes of the Annual Meeting held on 6 May 2014 as a true record.
6. **Review of the following procedures:**
 - 6.1 **Standing Orders (Appendix 1)**
To note that no changes have been made to the Standing Orders in the last year.
 - 6.2 **Financial Regulations (Appendix 2)**
To note that no changes have been made to the Financial Regulations in the last year.
 - 6.3 **Transparency Code for Smaller Authorities** - Department for Communities & Local Government (**Appendix 3**) - to note the introduction of this code.

6.4 Complaints Procedure, Procedure for Handling Requests made under the Freedom of Information Act 2000 & Requests made under the Data Protection Act 1998, Procedure for Dealing with the Press/media (Appendixes 4,5,6)

To confirm that no changes are to be made to the current procedures and an update regarding Data Protection compliance.

7. Review of Arrangements with other Local Authorities and Review of Contributions made

To note that there are currently no financial arrangements with other local authorities.

8. Review of Inventory of Land and Assets, Buildings and Office Equipment (Appendix 7)

To confirm that the list is accurate and up to date.

9. Review of Representation on or Work with External Bodies and Reporting Arrangements

To note that currently no Councillors represent the Council or work with external bodies.

10. Review and Confirmation of Arrangements of Insurance Cover

To review the quotes obtained by the Clerk and select the provider.

11. Review of Memberships

To confirm the annual subscription for membership to CALC - £130.00.

12. To set the Dates, Times and Place of Ordinary Meetings for the Year Ahead

To agree that Ordinary PC meetings will be held at 7.30 pm at Murton Institute (unless stated otherwise) as follow:

Monday 3 August 2015

Monday 2 November 2015

Monday 1 February 2016

Annual Parish Meeting - Monday 7 March - tbc

Monday 9 May 2016 - Ordinary & Annual Council Meeting

June L. Watson

Clerk

Murton Parish Council