

MURTON PARISH COUNCIL

Clerk: June Watson
Telephone: 017683 52851
E-mail: clerk@murton.org.uk

Correspondence:
The Nurse's House, 50 Scattergate Green
APPLEBY-IN-WESTMORLAND CA16 6SP

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

To all members of the Council: Alastair Bell, Barbara Govan (Chair), Debbie Hewitt, Anne King, Pat Laverty (Vice Chair), Tina Longstaff, John McDarren

You are hereby summoned to attend the Annual Meeting of the Murton Parish Council to be held at **Murton Institute on Monday 13 May 2019 at 7.00 pm**, followed by an Ordinary Meeting.

AGENDA – Annual Meeting

1. **Apologies for Absence**
2. **Election of the Chair and Vice Chair & Signing of Declaration of Acceptance of Office of Chair**
3. **Signing of Acceptances of Offices for all Councillors**
4. **Declarations of Interest** - To receive declarations, by elected members, of disclosable personal or pecuniary interests in respect of items on this Agenda.
5. **Review of the following procedures** (all documents available on www.murton.org.uk):
 - 5.1 **Standing Orders**
To note that a new version of model standing orders has been received from NALC. Murton Parish Council's Standing Orders will be updated in due course.
 - 5.2 **Financial Regulations**
No recommendations for changes are being made to this document which had minor amendments in 2016.
 - 5.3 **Transparency Code for Smaller Authorities** – to note that the documents required to be made public in order to comply with the Transparency Code are available on www.murton.org
 - 5.4 **Procedure for Handling Requests made under the Freedom of Information Act 2000 & Requests made under the Data Protection Act 1998**
To note that work is ongoing regarding the compliance with the General Data Protection Regulations due to come into effect on 25 May.
 - 5.5 **Complaints Procedure; Procedure for Dealing with the Press/Media**
No recommendations for changes are being made to this document which was amended in 2016.

- 5.6 General Data Protection Regulations** – Parish Council documentation will be reviewed at the August meeting.
- 6. 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.
- 7. Review of Inventory of Land and Assets, Buildings and Office Equipment (Appendix 1)** – to confirm that the list is accurate and up to date.
- 8. 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.
- 9. Review and Confirmation of Arrangements of Insurance Cover** – to note the updates to insurance cover and fixed fees for second year (out of three) £339.83.
- 10. Review of Memberships** – to confirm the annual subscription for membership to CALC - £129.52.
- 11. Council's Employment Policies and Procedures** – to note the revised Clerk's Contract to reflect increased hours.
- 12. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**
- 13. 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 5 August 2019

Monday 4 November 2019

Monday 3 February 2020

Annual Parish Meeting - Monday 2 March 2020 - tbc

Monday 11 May 2020 - Ordinary & Annual Council Meetings

June L. Watson.

Clerk, Murton Parish Council