

# 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

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

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

You are hereby summoned to attend the Annual Meeting of the Murton Parish Council to be held at **Murton Institute on Monday 14 May 2018 at 7.00 pm**, followed by an Ordinary Meeting.

### AGENDA – Annual Meeting

1. **Apologies for Absence** – Cllr King, Cllr Taylor
2. **Election of the Chair and Vice Chair & Signing of Declaration of Acceptance of Office of Chair**
3. **Co-option of Parish Councillor** – to invite Mr Alastair Bell to join the Parish Council.
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 15 May 2017 as a true record.
6. **Review of the following procedures** (all documents available on [www.murton.org.uk](http://www.murton.org.uk)):
  - 6.1 **Standing Orders**

To note that a new version of model standing orders has recently been received from NALC. Murton Parish Council's Standing Orders will be updated in due course.
  - 6.2 **Financial Regulations**

No recommendations for changes are being made to this document which had minor amendments in 2016.

**6.3 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](http://www.murton.org)

**6.4 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.

**6.5 Complaints Procedure; Procedure for Dealing with the Press/Media**

No recommendations for changes are being made to this document which was amended in 2016.

**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 1)**

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 quotations received for parish insurance cover.

**11. Review of Memberships**

To confirm the annual subscription for membership to CALC - £137.00

**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 6 August 2018

Monday 5 November 2018

Monday 4 February 2019

Annual Parish Meeting - Monday 11 March 2019 - tbc

Monday 13 May 2019 - Ordinary & Annual Council Meetings

*June L. Watson* . Clerk, Murton Parish Council