

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 (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 15 May 2017 at 7.00 pm**, followed by an Ordinary Meeting.

AGENDA – Annual Meeting

1. **Apologies for Absence** – Cllr King is on holiday, this was arranged prior to the change of date of this meeting.
2. **Election of the Chair and Vice Chair & Signing of Declaration of Acceptance of Office of Chair**
3. **Declarations of Interest** - To receive declarations, by elected members, of disclosable personal or pecuniary interests in respect of items on this Agenda.
4. **Minutes** - To authorise the signing of the minutes of the Annual Meeting held on 9 May 2016 as a true record.
5. **Review of the following procedures:**
 - 5.1 **Standing Orders (Appendix 1)**
No recommendations for changes are being made to this document which had minor amendments in 2016.
 - 5.2 **Financial Regulations (Appendix 2)**
No recommendations for changes are being made to this document which had minor amendments in 2016.
 - 5.3 **Transparency Code for Smaller Authorities** - to record that CALC issued clarification regarding the requirement to post all Meeting papers, including Appendices on the parish website. Murton Parish Council will comply with this in future.
 - 5.4 **Procedure for Handling Requests made under the Freedom of Information Act 2000 & Requests made under the Data Protection Act 1998 (Appendix 3)**
No recommendations for changes are being made to this document which was amended in 2016.

5.5 Complaints Procedure (Appendix 4); Procedure for Dealing with the Press/Media (Appendix 5)

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

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 6)

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 confirm the third year of the three year contract with AON is in place. Premium £408.47.

10. Review of Memberships

To confirm the annual subscription for membership to CALC - £132.60

11. 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 7 August 2017

Monday 6 November 2017

Monday 5 February 2018

Annual Parish Meeting - Monday 5 March - tbc

Monday 14 May 2018 - Ordinary & Annual Council Meeting

June L. Watson.

Clerk, Murton Parish Council