

MURTON PARISH COUNCIL

Clerk: June Watson
Telephone: 017683 52851/07834 884022
E-mail: jlw.watson@btinternet.com

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: 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 **Murton Institute on Monday 9 May 2016 at 7.30 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. **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 1 May 2015 as a true record.
 5. **Review of the following procedures:**
 - 5.1 **Standing Orders (Appendix 1)**
To approve minor changes to the document last approved in May 2014.
 - 5.2 **Financial Regulations (Appendix 2)**
To approve minor changes to the document last approved in May 2014.
 - 5.3 **Transparency Code for Smaller Authorities** - to record that Murton Parish Council has met the requirements of the Transparency Code in 2015/16
- Quarterly:** All agendas, papers and minutes
- Annually:**
- All items of expenditure above £100
 - End of year accounts
 - Annual Governance Statement
 - Internal Audit Report
 - List of Councillor Responsibilities
 - Details of public land and building assets

- 5.4 Procedure for Handling Requests made under the Freedom of Information Act 2000 & Requests made under the Data Protection Act 1998 (Appendix 3)**
To approve updates to this document following the implementation of the Transparency Code.
- 5.5 Complaints Procedure (Appendix 4); Procedure for Dealing with the Press/Media (Appendix 5)**
To confirm that no changes are proposed to be made to the current procedures.
- 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 second 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 - £130.00.
- 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 1 August 2016
Monday 7 November 2016
Monday 6 February 2017
Annual Parish Meeting - Monday 6 March - tbc
Monday 8 May 2017 - Ordinary & Annual Council Meeting

June L. Watson

Clerk

Murton Parish Council