

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: Alastair Bell, Jack Caldwell, Barbara Govan (Chair), Debbie Hewitt, Anne King (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 17 May 2019 at 7.00 pm**, followed by an Ordinary Meeting.

A risk assessment has been undertaken to minimise the spread of Covid-19. All those attending the meeting should note that:

- You should download your own papers from www.murton.org.uk/meetings/ as these will not be provided.
- Entry to the Institute will be controlled and staggered to maintain social distancing.
- Face coverings must be worn at all times.
- Hand sanitiser will be available at the entrance. Please use it.
- Hands can be washed in the washrooms.
- Everyone will be required to register at the entrance. Please bring your own pen.
- Chairs will be placed at appropriate socially distanced locations. Please do not move them. Tables will not be provided.
- Wear warm clothing. The hall will be well ventilated.

AGENDA – Annual Meeting

The Council will hold a minute's silence at the beginning of the meeting in recognition of how the community has been affected by the Coronavirus pandemic. Residents have lost friends and family members, and some have been isolated and suffered loneliness. Those residents who could have provided support in many ways. The Council would like to remember and acknowledge them all.

- 1. Apologies for Absence**
- 2. Election of the Chair and Vice Chair & Signing of Declaration of Acceptance of Office of Chair**
Cllr Govan will be resigning as Chair after six years of holding the office but will continue as Councillor. Nominations for the offices are invited.
- 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**
No recommendations for changes are being made to this document which had minor amendments in 2019.
- 5.2 Financial Regulations**
No recommendations for changes are being made to this document which had minor amendments in 2019.
- 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**
No recommendations for changes are being made to this document.
- 5.5 Complaints Procedure; Procedure for Dealing with the Press/Media**
No recommendations for changes are being made to this document.
- 5.6 General Data Protection Regulations** – The Parish Council documentation is reviewed annually 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 discuss quotes for the next year’s PC insurance (starting 1 June 2021).
- 10. Review of Memberships** – to confirm the annual subscription for membership to CALC - £139.56.
- 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** – the limit for expenditure in 2020/21 was £2,362 (£8.32 x 284 electors). The amount spent was £383.46.
- 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:
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| Monday 2 August 2021 | Monday 1 November 2021 |
| Monday 7 February 2022 | Annual Parish Meeting - MonDAY 7 March 2022 - tbc |
| Monday 9 May 2022 - Ordinary & Annual Council Meetings | |

June L. Watson.

Clerk, Murton Parish Council