

MURTON PARISH COUNCIL

Clerk: June Watson
Telephone: 01461 335617
E-mail: clerk@murton.org.uk

Correspondence:
c/o 1 Battlehill, ANNAN
Dumfries & Galloway, DG12 6SN

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, Jim Hardman, Anne King (Vice Chair), Tina Longstaff, John McDarren (Chairman)

You are hereby summoned to attend the Annual Meeting of the Murton Parish Council to be held at **Murton Institute on Monday 9 May 2022 at 7.00 pm**, followed by an Ordinary Meeting.

AGENDA – Annual Meeting

1. **Apologies for Absence**
2. **Election of the Chairman and Vice Chairman & Signing of Declaration of Acceptance of Office of Chairman**
3. **Declarations of Interest** - To receive declarations, by elected members, of disclosable personal or pecuniary interests in respect of items on this Agenda.
4. **Review of the following procedures** (all documents available on www.murton.org.uk):
 - 4.1 **Standing Orders**
No recommendations for changes are being made to this document which had minor amendments in 2019.
 - 4.2 **Financial Regulations**
No recommendations for changes are being made to this document which had minor amendments in 2019.
 - 4.3 **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
 - 4.4 **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.
 - 4.5 **Complaints Procedure; Procedure for Dealing with the Press/Media**
No recommendations for changes are being made to this document.
 - 4.6 **General Data Protection Regulations** – The Parish Council documentation is reviewed annually at the August meeting.
 - 4.7 **To adopt the revised Code of Conduct based on the Eden District Council pro forma** (Appendix 1)
5. **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.

6. **Review of Inventory of Land and Assets, Buildings and Office Equipment (Appendix 2)** – to confirm that the list is accurate and up to date.
7. **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.
8. **Review and Confirmation of Arrangements of Insurance Cover** – to note that the current contract for PC insurance enters the second of three years on 1 June 2022.
9. **Review of Memberships** – to confirm the annual subscription for membership to CALC - £149.99
10. **Council's Employment Policies and Procedures** – to note the points raised at the Clerk's recent appraisal.
11. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972** – the limit for expenditure in 2021/22 was £2,388.44 (£8.41 x 284 electors). The amount spent was £605.29.
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:

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| Monday 1 August 2022 | Monday 7 November 2022 |
| Monday 6 February 2023 | Annual Parish Meeting - Monday 6 March 2023 - tbc |
| Monday 8 May 2023 - Ordinary & Annual Council Meetings | |

June L. Watson.

Clerk, Murton Parish Council