

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

You are hereby summoned to attend the Annual Meeting of the Murton Parish Council to be held at **Murton Institute on Monday 13 May 2023 at 7.00 pm**, followed by an Ordinary Meeting.

AGENDA – Annual Meeting

1. **Apologies for Absence:** Cllr King
2. **Election of the Chairman and Vice Chairman & Signing of Declaration of Acceptance of Office of Chairman**
3. **Declarations of Interest** - To confirm that all Councillors have updated their declarations and these changes have been forwarded to Westmorland & Furness Council.
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** – To receive a report on the Clerk’s review of the PC’s GDPR documentation.
 - 4.7 **Annual Financial Risk Assessment (Appendix 1)** – to discuss the review undertaken by the Clerk.
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** – The current PC insurers have changed their name from BHIB to Clear Councils. The 2023/24 premium was £421.93. The renewal quote is for £570.95.
9. **Review of Memberships** – to confirm the annual subscription for membership to CALC - £180.33
10. **Council's Employment Policies and Procedures** – to note that no recommendations have been made regarding this item.
To note that the Clerk is intending to retire from the role on 21 June 2025.
11. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972** – the limit for expenditure in 2022/23 was £2,504.88 (£8.82 x 284 electors). The amount spent was £212.00 for The Villager printing costs.
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 5 August 2024
Monday 3 February 2025
Monday 12 May 2025 - Ordinary &
Annual Council Meetings

Monday 4 November 2024
Annual Parish Meeting – Monday 3 March 2025 - tbc

June L. Watson

Clerk, Murton Parish Council