

# Hartpury Parish Council

2 Knights Way  
Newent  
Gloucestershire  
GL18 1QL  
Tel: 07807 540888 / 01531 828171  
hartpuryparishcouncil@hotmail.com  
www.hartpuryparish.org.uk

14<sup>th</sup> May 2019

Members of the public are invited to attend the Annual Meeting of Hartpury Parish Council that has been arranged for Monday 20<sup>th</sup> May 2019 at 7.30pm at the Village Hall for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in **green** are for decision all other items are for information only.

All meetings of the Council are open to the public, members of the public will be asked to leave for agenda items taken confidentially in Committee under standing orders.

## AGENDA

- 1. Apologies for Absence**  
To receive and accept any apologies given
- 2. Election of chair**  
To elect a Chairman of the Council and sign the acceptance of office form.
- 3. Election of Vice-Chair**  
To elect a Vice-Chairman of the Council and sign the acceptance of office form.
- 4. Declarations of Acceptance**  
To accept declarations of acceptance of office by Councillors and to sign the acceptance of office forms.
- 5. Code of Conduct**  
To review and accept the Code of Conduct - forms are to be signed by all Councillors.
- 6. Standing Orders & Financial Regulations**  
To review and accept the current Standing Orders and Financial Regulations
- 7. Committee Arrangements and Committee Terms of Reference**  
To review and accept delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities
- 8. Existing Committees**  
To receive and accept nominations to existing committees.
- 9. New Committees**  
To appoint any new committees, confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and receive and agreed nominations to them.
- 10. External bodies**  
To review representation on external bodies and arrangements for reporting back to the Parish Council.

**11. Asset inventory**

To review and accept the inventory of land and assets including buildings and office equipment.

**12. Risk Assessment**

To review and accept the current Risk Management Controls.

**13. Insurance cover**

To note that insurance cover is in place and the next renewal date.

**14. Memberships**

To review the Council's and/or employees' memberships of other bodies

**15. Complaint's, FOI/DPA and press/media procedures**

To review and accept the Council's current adopted complaints procedure.

To review and accept the Council's current procedure for handling requests made under the Freedom of Information Act and the Data Protection Act.

To review and accept the current procedures for dealing with the press and media

**16. Questions from members of the public**

**17. Other Items for Discussion only**

All meetings of the Council are open to the public except Agenda items taken confidentially in Committee under standing orders.



V Roberts, Clerk