**To Members of the Parish Council**

You are summoned to attend a **Meeting of Haresfield Parish Council** to be held on **Tuesday, 27th May 2025** at **7:30pm** in the **Village Hall** for the transaction of the business stated in the agenda.

**Agenda of the Annual Parish Council Meeting**

**1. Appointment of temporary Chair of the meeting:** To nominate and elect a temporary Chair.

**2. Elect a Chair of the Council:** Nominate and elect a Chair for the council.

**3. Declaration of Acceptance of Office**: To accept the Declaration of Acceptance of Office from the Chair.

**4. Elect a Vice Chair of the Council:** Nominate and elect a Vice Chair for the council.

**5. Declaration of Acceptance of Office**: To accept the Declaration of Acceptance of Office from the Vice Chair.

**6. Apologies**: To receive apologies of absence.

**7. Report from District Councillor and County Councillor**

**8. Report from Village Hall committee**

**9. Register of Members’ Interests**: Councillors to check and confirm their Register of Interests/complete new one

**10. Code of Conduct**: Councillors to check and confirm the Code of Conduct form.

**11. Position of Clerk / RFO**: To agree pay rate of the clerk.

In accordance with Standing Order 5j the Council will consider the following business:

**12. Review of delegation arrangements** to committees, sub committees, staff and other local authorities.

**13. Review and approval of the terms of reference for committees.**

**14. Appointments of members to committees.**

**15. Appointment of any new committees.**

**16. Review and adoption of Standing Orders.**

**17. Review and adoption of Financial Regulations.**

**18. Review of arrangements with other local authorities.**

**19. Review of representation on or work with other external bodies and arrangements for reporting back.**

**20. Declaration of general power of competence**

**21. Review of inventory of land and asserts including buildings and equipment.**

**22. Confirmation of Insurance Cover in respect of all insured risks.**

**23. Review and approval of subscriptions to other bodies.**

**24. Review and approval of the Council’s complaints procedure.**

**25. Review and approval of the Council’s procedure for handling requests under the freedom of information Act 2000.**

**26. Review and approval of the Council’s procedure for handling requests under the Data Protection Act 1998.**

**27. Review and approval of the Council’s policy for dealing with the press / media.**

**28. Review and approve the time and place of Ordinary meetings of the Council up to and including the next annual meeting of the Council.**

**29. Correspondence**

**30. ANNUAL GOVERNANCE AND ACCOUNTABILITY:**

 **i.** **Review and approval of Annual Governance Statement**

 **ii. Review and approval of Accounting Statements**

**31. Approval of minutes of previous meetings**

**32. Clerks report & finance**

*M J King*

**Madeleine J King, CiLCA. Clerk/RFO to Haresfield Parish Council**