

HARESFIELD PARISH COUNCIL

The Forge, Haresfield, Gloucestershire, GL10 3DZ

Clerk: Madeleine King, Telephone: 01452 721635: E'mail: haresfieldpc@gmail.com

To Members of the Parish Council

You are summoned to attend a **Meeting of Haresfield Parish Council** to be held on **Tuesday, 14th May 2024 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 assets 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