

# LONGHOPE PARISH COUNCIL

## **To all members of the Council**

You are hereby summoned to attend a meeting of Longhope Parish Council for the purpose of transacting the following business.

A Maliphant Clerk to the Council

## **Agenda for the Annual Meeting of LONGHOPE PARISH COUNCIL**

**To be held on Monday 20<sup>th</sup> May 2019 in the Latchen Room at 7.00 pm**

### **1. Election of the Chair and Vice Chair for 2019/20**

### **2. Apologies for absence**

### **3. Declarations of interest**

### **4. Membership**

- To co-opt two new parish councillors

### **5. Public Forum**

### **6. Planning**

- To receive a progress report on planning applications
- To consider newly-received planning applications

P0744/19/TCA Remove Field Maple tree at Old Rectory, School Lane  
P0745/19/TPO Works to Yew tree at Old Rectory, School Lane

### **7. Annual Meeting agenda items from standing orders:**

- i. Delivery by the Chairman of the Council of their acceptance of office form
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
- iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- iv. Review of the terms of references for committees.
- v. Receipt of nominations to existing committees.
- vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vii. Review and adoption of appropriate standing orders and financial regulations.
- viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- ix. Review of representation on or work with external bodies and arrangements for reporting back.
- x. Review of inventory of land and assets including buildings and office equipment.

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- xi. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xii. Review of the Council's and/or employees' memberships of other bodies.
- xiii. Establishing or reviewing the Council's complaints procedure.
- xiv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xv. Establishing or reviewing the Council's policy for dealing with the press/media
- xvi. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

## **8. Members' Reports**

## **9. Committee Reports**

### **(a) Latchen Room Management Committee**

### **(b) Recreation Ground Management Committee**

- To approve improvements to the Pavilion

## **10. Clerk's Report & Correspondence**

- To consider recommendations from the Ethical Standards report
- To review the code of conduct
- To confirm eligibility for the power of competence

## **11. Finance**

- To approve payment of outstanding invoices
- To receive the latest financial report
- To confirm the street cleaning contract
- To confirm the grass cutting contracts
- To consider requests for grant funding
- To confirm funding for the Rose Barton & Margaret Skelton party

## **12. Next Meeting - Monday 17<sup>th</sup> June at 7.00 pm**