

# 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 online on Monday 18<sup>th</sup> May 2020 at 7.00 pm**

See login details at <https://longhopeparishcouncil.com/meetings/>

### **1. Election of the Chair and Vice Chair for 2020/21**

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

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

### **4. Membership**

- To co-opt a new parish councillor

### **5. Public Forum**

*Those members of the public wishing to ask a question of the Council should raise their hand during the Public Forum. The Chairman will then decide the order in which members of the public should put their questions to the Council, and the Clerk will unmute their microphone in turn.*

### **6. Planning**

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

### **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.
- xi. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

# 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

- 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) Longhope Emergency Fund**

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

- To receive a funding request for 2020/21
- To consider a website-based email address for the secretary

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

- To review the application process for Section 137 grants
- To consider feedback from allotment holders
- To receive the commissioned tree survey report
- To consider the roles of parish handyman and street cleaner

## **11. Finance**

- To approve payment of outstanding invoices
- To receive the latest financial report
- To receive the draft annual accounts for 2019/20
- To confirm the audit timetable and process
- To review the budget for 2020/21
- To consider requests for grant funding

## **12. Community Land Trust**

- To receive a progress report

## **13. Next Meeting - Monday 15<sup>th</sup> June at 7.00 pm**