



*Littledean Parish Council and
Burial Authority*

Littledean parish Council
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8th May 2018

Annual Meeting of Littledean Parish Council

Members of the public are invited to attend the Annual Meeting of Littledean Parish Council that has been arranged for 7pm on the 14th May 2018 at the Community Centre, Littledean 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.

Yours faithfully

Vicky Roberts Clerk to the Council

AGENDA

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

- 11. External bodies**
To review representation on external bodies and arrangements for reporting back
- 12. Asset inventory**
To review and accept the inventory of land and assets including buildings and office equipment
- 13. Risk Assessment**
To review and accept Risk Management Controls
- 14. Insurance cover**
To note that insurance cover is in place and the renewal date
- 15. Memberships**
To review the Council's and/or employees' memberships of other bodies
- 16. Complaint's, FOI/DPA and press/media procedures**
To review and accept the Council's current adopted complaint procedure.
To review and accept the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
To review and accept the procedure for dealing with the press and media