

FENNY COMPTON PARISH COUNCIL

To all Members of the Council

You are hereby summoned to attend the Annual Meeting of Fenny Compton Parish Council to be held in the Village Hall on the 15th May 2017 at 7:45pm, for the purpose of transacting the following business.

C A Lambert

Signed by
Catherine Lambert
Parish Clerk

1. Election of Chairman and to receive their Declaration of Acceptance of Office.
2. To Accept Apologies for Absence.
3. Declaration of Interest on Items on the Agenda.
4. Election of Vice-Chairman.
5. Confirmation of the minutes of the last Annual Parish Council Meeting.
6. Review of delegation arrangements to sub-committees, employees and other local authorities.
7. Review terms of reference for committees.
8. Receipts of nominations to existing committees.
9. Appointment of any new committees, confirm terms of reference, numbers and receipt of nominations.
10. Review Standing Orders, Financial Regulations and cheque signatories.
11. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
12. Review of representation on or work with external bodies and arrangements for reporting back.
13. Review of inventory of land and assets including buildings and office equipment.
14. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
15. Review of the Council's and/or employees' memberships of other bodies.
16. Establishing or reviewing the Council's complaints procedure.
17. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
18. Establishing or reviewing the Council's policy for dealing with the press/media
19. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.