

Annual Meeting of Harberton Parish Council

7:00pm Tuesday 10th May 2022 at Harbertonford Village Hall.

Agenda As appears in the Parish Council Standing Orders

1. **Election of the Chairman**
2. **Election of the Vice Chairman**
3. **Delivery by the Chairman of the Council of his/her acceptance of office form** unless the council resolves for this to be done at a later date
4. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities.**
5. **Review of the terms of reference for committees**
 - 5.1. Finance Committee Terms of Reference*
 - 5.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference*
6. **Receipt of nominations and appointment of members to existing committees**
 - 6.1. Finance Committee
 - 6.2. Harberton Parish Neighbourhood Plan Steering Group
7. **Appointment of any new committees in accordance with standing order 4**
8. **Review and adoption of appropriate:**
 - 8.1. Standing Orders*
 - 8.2. Financial Regulations*
9. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**
10. **Review of representation on or work with external bodies and arrangements for reporting back**
 - 10.1. Harberton Playing Field Association
 - 10.2. Harbertonford Playground Association
 - 10.3. Community Land Trust
 - 10.4. Harberton Parish Hall
 - 10.5. Harbertonford CE Primary School
 - 10.6. Sustainable Harbourne Valley
- ~~11. **In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;**~~
12. **Review of inventory of land and assets including buildings and office equipment** (*Asset Register**)
13. **Confirmation of arrangements for insurance cover in respect of all insured risks**
14. **Review of the council's and/or staff subscriptions to other bodies**
 - 14.1. Devon Association of Local Councils
 - 14.2. Society of Local Council Clerks
15. **Review of the council's complaints procedure**
16. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000** (*Freedom of Information Policy**) **and the Data Protection Act 1998;** (*Subject Access Request Policy and Procedures**)
 - 16.1. Freedom of Information Policy
 - 16.2. Subject Access Request Policy and Procedures
17. **Review of the council's policy for dealing with the press/media**
18. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**