

SUMMONS

The **Annual Meeting** of the Parish Council will be held at **The School Hall, Heptonstall J I & N School**, on **Monday 13 May 2019** commencing at **7.00 p.m.**

AGENDA

(This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business)

Members' Disclosable Pecuniary Interests relating to Agenda items for this meeting : to be declared prior to consideration of the appropriate item

1. **Election of Chairman 2019/20**
2. **Completion of Declaration of Acceptance of Office of Councillor by each member**
3. **Signature of Declaration of Acceptance of Office of Chairman**
4. **Apologies of absence and reasons**
5. **Declaration of one Vacancy** (to be filled by Co-option on 1 July 2019)
6. **Application from Anne Crossfield for the position of C-opted Committee member** (an advisory position held 2018/19)
7. **Election of 2019/20 Vice Chairman**
8. **Election of Responsible Finance Officer, Deputy to Responsible Finance Officer, Internal Auditor, Publicity Officer & Risk Assessor**
9. **Election of Committee members :**
 - **Finance Committee**
 - **Staffing Committee**
 - **Planning Committee**
 - **Rights of Way Committee**

10. Election of Chairmen and Vice Chairmen of each Committee by respective members of :

- **Finance Committee**
- **Staffing Committee**
- **Planning Committee**
- **Rights of Way Committee**

11. Election of representatives to serve on external bodies

12. Confirmation of four persons empowered to sign cheques (2 signatures required)

13. Continued Approval of (January 2019) Standing Orders

14. Continued Approval of (January 2019) Council's Financial Regulations

15. Review of Delegation arrangements

16. Continued Approval of (April 2019) Terms of Reference for Committees

17. Approval of Council's Policies and Procedures

18. Approval of General Data Protection Regulations policies

19. Clerk's assurance of compliance with Pension Auto-Enrolment and PAYE Real Time Initiative (verbal report)

20. Approval of dates/times/venues of meetings to May 2020 (including Annual Assembly of the Parish Meeting)

21. Requirement to Comply with Code of Conduct + Register of Financial Interests : All Members : for distribution to all members by The Clerk

RMGreenwood

Clerk

Access to the School Hall will be via the door into the link corridor from the school playground.

Turn left and (using stairs or lift) proceed to the hall.

Parking will be available in the playground.