

Harby Parish Council

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Clerk: Caron Ballantyne

13 May 2022

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

I hereby give notice that the Annual Parish Council Meeting will be held at **HARBY VILLAGE HALL** in the Committee Room on **THURSDAY 19TH MAY 2022** at **19:00**.

Meeting Ref: 175/22

1. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office
2. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
3. To review Declaration of Interest Forms for all Councillors
4. To elect the Vice Chair of the Council
5. To receive apologies for absence
6. To receive any declarations of interest
7. Review and Adopt the following Policies and Procedures
 - a. Standing Orders
 - b. Financial Regulations
 - c. Complaints Procedure
 - d. Freedom of Information Publication Scheme and list of charges
 - e. Disciplinary and Grievance Procedure
 - f. Training and Development Policy
 - g. Equality Policy
 - h. Councillor Code of Conduct
8. Review the Policies and Procedures relating to the Data Protection Regulations and adopt documentation required to evidence commitment to compliance
 - a. Consider and adopt Data Protection Policy
 - b. Consider and adopt Privacy Notice
 - c. Consider and adopt Subject Access Request Procedure
 - d. Consider and adopt Data Breach Policy
 - e. Consider and adopt Security Compliance Checklist
 - f. Consider and adopt Records Retention Policy
9. Review existing bank signatories and recommend changes as required
10. Review and adopt the Risk Management Policy
11. Review Previous and Consider Action Plan for the next year

12. Appoint Internal Auditor for the year 2022/23
13. Appoint Members to serve on the Staffing Panel
14. Review the Asset Register and the Parish Council Insurance Policy
15. Review of the Councils subscriptions to other bodies:
 - NALC – National and Nottinghamshire Association of Local Councils
 - SLCC – Society of Local Council Clerks
 - ICO – Information Commissioners Office (Mandatory)
 - 1&1 – Email Hosting and Website Domain Name registration
 - Allotments Society
16. Review Standing Orders and Direct Debits
17. Determine future meeting dates

Signed Clerk: *Caron Ballantyne*