

Upper Rissington Parish Council

Village Hall, Hawker Square Upper Rissington, Gloucestershire, GL54 2NT
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To Members of the Parish Council

You are summoned to attend a **Meeting of Upper Rissington Parish Council** to be held on **Tuesday, 19 May 2015** at **7:30pm** in the **Village Hall** for the transaction of the business stated in the Agenda.

Agenda of the Annual Parish Council Meeting

1. **Appointment of temporary Chair of the meeting:** To nominate and elect a temporary Chair.
2. **Elect a Chair of the Council:** Nominate and elect a Chair for the council.
3. **Declaration of Acceptance of Office:** To accept the Declaration of Acceptance of Office from the Chair.
4. **Elect a Vice Chair of the Council:** Nominate and elect a Vice Chair for the council
5. **Declaration of Acceptance of Office:** To accept the Declaration of Acceptance of Office from the Vice Chair.
6. **Apologies:** To receive apologies of absence.
7. **Register of Members' Interests:** Councillors to check and confirm their Register of Interests.
8. **Code of Conduct:** Councillors to check and confirm the Code of Conduct form.
9. **Position of Clerk / RFO:** To agree that the position be un-remunerated.
10. **Appointment of Temporary Clerk / RFO:** To nominate and appoint a temporary clerk / RFO to the Council.
11. **Bank Signatories:**
 - a. To approve adding Cllr Dawn Laird as a signatory to the bank mandate;

- b. To approve adding Cllr Brian Hanks as a signatory to the bank mandate;
- c. To authorise the deletion of retiring councillors from the bank mandate.

12. Approve Minutes of the Parish Council Meeting on 13 April 2015.

In accordance with Standing Order 5j the Council will consider the following business:

- 13. Review of delegation arrangements to committees, sub committees, staff and other local authorities.**
- 14. Review and approval of the terms of reference for committees.**
- 15. Appointments of members to committees.**
- 16. Appointment of any new committees.**
- 17. Review and adoption of Standing Orders.**
- 18. Review and Adoption of Financial Regulations.**
- 19. Review of arrangements with other local authorities.**
- 20. Review of representation on or work with other external bodies and arrangements for reporting back.**
- 21. To consider the council becoming eligible to exercise the general power of competence in the future.**
- 22. Review of inventory of land and assets including buildings and equipment.**
- 23. Confirmation of Insurance Cover in respect of all insured risks.**
- 24. Review and approval of subscriptions to other bodies.**
- 25. Review and approval of the Council's complaints procedure.**
- 26. Review and approval of the Council's procedure for handling requests under the freedom of information Act 2000.**
- 27. Review and approval of the Council's procedure for handling requests under the Data Protection Act 1998.**

- 28. Review and approval of the Council's policy for dealing with the press / media.**
- 29. Review and approve the time and place of Ordinary meetings of the Council up to and including the next annual meeting of the council.**

Signed, in the absence of a Proper Officer or Chair:

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Cllr B Hanks

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Cllr D Laird

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Cllr C Maclean

Date: 14th May, 2015