



Sway Parish Council

Members are hereby Summoned to attend the ANNUAL MEETING OF SWAY PARISH COUNCIL at 6.30pm, Thursday 21st May 2015 at the JUBILEE FIELD PAVILION, SWAY

AGENDA

1. Election of Chair of the Parish Council
2. Election of Vice Chair of the Parish Council
3. Apologies
4. Minutes of the Meeting held on the 30th April 2015 and Matters Arising
5. Report by County Councillor Ken Thornber
6. Correspondence and Clerk's Report
7. Finance :-
Receive and agree Payment Schedule for April 2015 (*to be circulated at meeting*)
8. To Review and Accept Standing Orders Section 5j:-
 - a.
 - i. Review Code of Conduct Policy
 - ii. Sign Acceptance of Office Forms for Cllrs, Chair and Vice Chair.
 - iii. Confirmation of the accuracy of the minutes of the last annual meeting of the council;
 - iv. Review of delegation arrangements to committees, sub-committees and Clerk;
 - v. Appointment of members to committees and working groups;
 - vi. Review and adoption of appropriate standing orders and financial regulations;
 - vii. Review of representation on or work with external bodies and arrangements for reporting back;
 - viii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
 - b.
 - i. 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;
 - ii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence or to gain an award in the Local Council Award Scheme in the future;

- iii. **Review of inventory of land and assets including buildings and office equipment;**
- iv. **Confirmation of arrangements for insurance cover in respect of all insured risks;**
- v. **Review of the council's complaints procedure;**
- vi. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;**

9. Grant Applications - None

10. Any Other Business

11. To Confirm Date of Next Meeting

SEBrayley

**Susan Brayley
Clerk to Sway Parish Council**

Date 14th May 2015

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT SUSAN BRAYLEY, PARISH CLERK ON 01590 718116. EMAIL clerk@sway-pc.gov.uk