

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

ANNUAL MEETING OF THE PARISH COUNCIL

Annexe Room, Mechanics Institute, Kirkby Malzeard

Monday May 21, 2018 at 7.15pm

1. Welcome and Apologies.
2. Election of Chair and Vice-Chair.
3. Completion of 'Acceptance of Office' forms and Election Expenses forms by elected Councillors, for submission to Clerk.
4. Co-option of additional Councillors for Kirkby Malzeard Parish. Co-opted Councillors to complete 'Acceptance of Office' forms for submission to Clerk.
5. Register of Interest forms to be distributed to all Councillors for completion – to be returned to Clerk as soon as practical.
6. Approve the Minutes of the previous Annual Meeting held on May 22, 2017.
7. Approve any representation by Councillors on other public bodies.
8. Consider the formation of any Parish Council committees.
9. Governance matters- Review, amend (if necessary) and approve the following documents:
 - a) Code of Conduct.
 - b) Standing Orders.
 - c) Financial Regulations.
 - d) Risk Assessments.
 - e) Publication Scheme.

- f) Consider and approve procedure to comply with General Data Protection Regulation which comes into force on 25.05.18.
10. Finance matters.
- a) Consider the Annual Internal Audit Report provided by Yorkshire Internal Audit Services.
 - b) Approve Accounting Statements 2017/18.
 - c) Approve Internal Control procedure (Cycle of Business document).
 - d) Approve cheque signatory arrangements.
 - e) Approve Schedule of Assets for Insurance Purposes.
 - f) Approve Insurance arrangements – renewal of policy due 01.06.18.
11. Employment matters - Review, amend (if necessary) and approve the following documents:
- a) Equal Opportunities Policy.
 - b) Health and Safety Policy.
 - c) Sickness Policy.
 - d) Consider staff appraisal. Approve salary review to revised SCP 18 from either April or August 2018.
12. Approve dates and venues of:
- a) the Full meetings of the Parish Council until end 2019
 - b) the Annual Parish Meetings for 2019
 - c) the 2019 Annual Parish Council meeting
13. Any Other Business.

Dated 16 May 2018.

PARISH CLERK

Jen Hurford, Holmes Cottage, High Walk, Kirkby Malzeard HG4 3RY (Postal enquiries only) Tel: 01765 650363 Email:clerk.kmldpc@outlook.com

Agenda also available on the Parish Council website: www.kmldpc.btck.co.uk
Facebook: Kmldpc Parish Council