



Hordle Parish Council

Serving the Communities of Tiptoe, Hordle and Everton

Agenda – Annual Meeting of the Council

Members are hereby summoned to attend the Annual Meeting of the Council on 21st May 2024 at 6.45pm to be held at Hordle Pavilion, Vaggs Lane, Hordle, SO41 0FP.

1. To elect the Chair of the Council and receive a declaration of office from the Chair.
2. Apologies for absence.
3. Declarations of interest.
4. To elect the Vice-Chair of the Council and receive a declaration of office from the Vice-Chair.
5. Review of delegation arrangements to committees, sub committees, staff and other local Authorities.
6. To approve the Scheme of Delegation Policy & Terms of Reference for Committees and Working Parties.
7. To approve councillor membership of the following committees:
 - a. Human Resources Committee
 - b. Finance Audit & Compliance Committee
8. To elect the Chair & Vice Chairs of the following committees:
 - a. Human Resources Committee
 - b. Finance Audit & Compliance Committee
9. Review of representation on or work with external bodies and arrangements for reporting back.
10. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
11. Review of council/staff subscription to other bodies.
12. To review and adopt the Standing Orders and Financial Regulations.
13. To review and adopt the Risk Assessment and Management policy.
14. Review of inventory of land and other assets including buildings and office equipment - *to note this had been reviewed and approved at the meeting on 19th March 2024 (Minute ref: 13).*
15. Confirmation of arrangements for insurance cover in respect of all insurable risks - *to note this had been reviewed and approved at the Finance Committee meeting on 10th October 2023 (Minute ref: 7) and full council on 17th October 2023 (Minute Ref 8 & 10).*
16. Review of the Council's Complaints Procedure; its policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation - *to note these policies had been reviewed and approved at council meetings as follows:*
 - a. Complaints procedure – 15th August 2023 (Minute Ref 9c)
 - b. Freedom of information policy - 15th August 2023 (Minute Ref 9a)
 - c. Publication schedule – 15th August 2023 (Minute Ref 9d)
 - d. GDPR policy – 15th August 2023 (Minute Ref 9b)
 - e. Habitual & vexatious complaints policy – 20th February 2024 (Minute Ref 14b).
 - f. Dealing with the press/media policy - 17th October 2023 (Minute ref: 12.d).

17. **Review of the Council's employment policies and procedures** – *to note the following policies have been approved at council meetings as follows:*
 - a. **Health & safety, home & lone working** – 17th October 2023 (Minute Ref: 12.a).
 - b. **Dignity at Work** – 20th February 2024 (Minute Ref 14a).
18. **To reaffirm the Civility & Respect Pledge.**
19. **Review of the Council's the General Power of Competence.**
20. **Determining the time and place of ordinary meetings of the Council up to the next annual meeting of the Council** - *to note this was agreed at the meeting of 19th December 2023 (Minute ref: 12).*

Sarah Pitt Clerk and RFO

Date 15th May 2024

Hordle Parish Council, Vaggs Lane, Hordle, SO41 0FP Tel 01425 611119 clerk@hordleparishcouncil.gov.uk