



# 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 16<sup>th</sup> May 2023 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 – to approve the Scheme of Delegation Policy & Terms of Reference for Committees and Working Parties.
6. Review of representation on or work with external bodies and arrangements for reporting back.
7. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
8. Review of council/staff subscription to other bodies.
9. To review and adopt the Standing Orders and Financial Regulations.
10. To review and adopt the Risk Assessment and Management policy.
11. 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 18<sup>th</sup> October 2022 (Minute ref: 11.c).*
12. Confirmation of arrangements for insurance cover in respect of all insurable risks - *to note this had been reviewed and approved at the meeting on 27<sup>th</sup> September 2022 (Minute ref: 15).*
13. 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 the Council meeting on 19<sup>th</sup> July 2022 (Minute refs 12, 13, 14 & 15).*  
To note the policy for dealing with the press/media was reviewed and approved at the meeting of 19<sup>th</sup> October 2022 (Minute ref: 11.d).
14. Review of the Council's employment policies and procedures. – to note the following policies have been approved:
  - a. Health & safety, home & lone working – 18<sup>th</sup> October 2022 (Minute Ref: 11.a).
  - b. Dignity at Work & Civility & respect pledge – 18<sup>th</sup> February 2023 (Minute Refs: 9.1 and 10).
15. Review of the Council's the General Power of Competence.
16. 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 17<sup>th</sup> January 2023 (Minute ref: 10).*

*Sarah Pitt* Clerk and RFO

Date 10<sup>th</sup> May 2023

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