Dear Councillor

You are hereby summoned to attend the **Annual Parish Council Meeting** on **Wednesday 10th May 2017** Proceeding will commence at **7.00pm** in the Village Hall Howsham

The agenda is set out below.

Members of the public and press are welcome.

BKBrooks

Brian Brooks - Clerk to the Council Date of issue 3rd May 2017

1. **Election of Chairman and receive the Chairman’s Declaration of Acceptance of Office**
2. **To receive apologies and reasons for absence**
3. **Election of Vice - Chairman**
4. **Election of other Officers and Committee Representatives**

* Village Hall / Park Representative(s)
* Personnel Committee
* 2 voting delegates to attend the ERNLLCA District Committee Meetings

1. **To review Standing Orders**
2. **To review Financial Regulations**
3. **To review the Asset Register**
4. **To review the H & S and Financial Risk Assessment policy**
5. **To review the procedure for handling requests under the Freedom of Information Act 2000**
6. **To review the policy for the Data Protection Act 1998**
7. **To review the Equal Opportunity Policy**
8. **To review the Complaints Procedure**
9. **To review the terms and conditions of the Personnel Committee**
10. **To review the Disciplinary & Grievance Hearing Procedure**
11. **To Approve the 2016/17 Annual Governance Assertions** *circ 11/03*
12. **To Approve the 2016/17 Annual Governance**
13. **To Approve the 2016/17 Accounting Statements**
14. **To confirm all Councillors have reviewed their Register of Interests**
15. **To consider 2017/18 PC Meeting dates/time/venue**