

St Mellion Parish Council
Annual Meeting
Tuesday 16th May 2017 at 7pm
St Mellion Church Hall
Agenda

1. Outgoing Chair's annual report
2. Appointment of Chair for 12 months to May 2018
3. Councillor matters
 - 3.1 To confirm receipt of declarations of acceptance of office from newly elected Councillors
 - 3.2 To receive apologies for absences
 - 3.3 To receive declarations of pecuniary interests
 - 3.4 To receive declarations of non-registrable interests
 - 3.5 To approve written requests for dispensations
4. Appointment of Vice Chair for 12 months to May 2018
5. Review of Parish Council's policies and procedures
 - 5.1 Standing Orders
 - 5.2 Financial Regulations
 - 5.3 Payroll signatories
 - 5.4 Publication scheme (including procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998)
 - 5.5 Financial risk assessment
 - 5.6 Asset schedule and checks
 - 5.7 Insurance cover
 - 5.8 Policy for dealing with the press/media
 - 5.9 Complaints procedure
 - 5.10 Remaining policies and procedures contained in the procedures manual
 - 5.11 New policy to consider: purchase orders
 - 5.12 New policy to consider: computer and internet security
 - 5.13 Subscriptions to other bodies
 - 5.14 Councillor roles and responsibilities
 - 5.15 Representation on/work with other bodies and arrangements for reporting back
6. Review of Service Level Agreement with Cornwall Legal for ye 31.3.18
7. Review of Parish Council's community grant scheme
8. Parish Council meeting schedule up to/including the 2018 annual meeting
9. Public comment
10. Close

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