

# Harby Parish Council

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Clerk: Caron Ballantyne

1 May 2025

## NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

I hereby give notice that the Annual Parish Council Meeting will be held at **HARBY VILLAGE HALL** in the Committee Room on **THURSDAY 8<sup>TH</sup> MAY 2024** at **19:00**.

### Meeting Ref: 206/25

1. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office
2. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
3. To review Declaration of Acceptance of Office Forms for all Councillors
4. To elect the Vice Chair of the Council
5. To receive apologies for absence
6. To receive any declarations of interest
7. Review and Adopt the following Policies and Procedures
  - a. Standing Orders
  - b. Financial Regulations
  - c. Complaints Policy
  - d. Freedom of Information Publication Scheme and list of charges
  - e. Disciplinary and Grievance Procedure
  - f. Training and Development Policy
  - g. Equality Policy
  - h. Dignity at Work Policy now renamed Anti-bullying and Harassment
  - i. Councillor Code of Conduct
  - j. Biodiversity Policy
8. Review the Policies and Procedures relating to the Data Protection Regulations and adopt documentation required to evidence commitment to compliance
  - a. Consider and adopt Data Protection Policy
  - b. Consider and adopt Privacy Notice
  - c. Consider and adopt Subject Access Request Procedure
  - d. Consider and adopt Data Breach Policy
  - e. Consider and adopt Security Compliance Checklist
  - f. Consider and adopt Records Retention Policy
9. Review Banking arrangements including interest levels on accounts

10. Review existing bank signatories and recommend changes as required
11. Review and adopt the Risk Management Policy
12. Review Previous and Consider Action Plan for the next 3 years
13. Appoint Internal Auditor for the year 2025/26
14. Appoint Members to serve on the Staffing Panel
15. Review the Asset Register and the Parish Council Insurance Policy
16. Review of the Councils subscriptions to other bodies:
  - NALC – National and Nottinghamshire Association of Local Councils
  - SLCC – Society of Local Council Clerks
  - ICO – Information Commissioners Office (Mandatory)
  - 1&1 – @Harby-Notts.org.uk Email Hosting and Website Domain Name registration (now used for Playing Fields)
  - Allotments Society
  - Parish Online – @HarbyParishCouncil.gov.uk Email Hosting, Website and domain name
17. Review Standing Orders and Direct Debits
18. Determine future meeting dates

Signed Clerk: *Caron Ballantyne*