

MIDDLE RASEN PARISH COUNCIL

You are invited to attend the Annual Meeting of Middle Rasen Parish Council, which will be held on Tuesday, 15th May 2018 in the Church Hall, Church Street commencing at 7.30pm. The business to be dealt with at the meeting is listed in the agenda.

There will be a 10 minute public forum before the meeting when members of the public may ask questions or make short statements to the Council.

Dated 9th May 2018

..... Jo Trotter /

Clerk to the Parish Council

BUSINESS TO BE TRANSACTED.

1. Election of Chairman
2. Apologies for Absence
3. Election of Vice Chairman
4. To receive declarations of interest in accordance with the 2011 Localism Act
5. To review Standing Orders
6. To review Financial Regulations
7. To discuss and resolve renewal of annual insurance policy
8. To review arrangements (including Legal Agreements) with other Local Authorities, not-for-profit bodies and businesses
9. To review Council's/Employees representation on or work with external bodies and arrangements for reporting back
10. To review Parish Council Risk Assessment/Management
11. To review inventory of land and assets
12. To review Complaints Procedure
13. To review Council's Policies, procedures and practices in respect of its obligations under FOI and Data Protection
14. To review Council's Policy for dealing with Press/Media
15. To review Council's Employment Policies and procedures
16. To review Council expenditure incurred under s137 of the Local Government Act 1972
17. To set forward dates for Parish Council meetings for year ahead
18. Notes of the last meeting on 17th April 2018, to be approved as minutes
19. Chair and Council's comments
20. Reports from District & County Councillors
21. Crime & Vandalism
22. Clerks Report on matters outstanding
23. Planning
24. Correspondence
25. Finance & Accounts for payment
26. Annual Return for the year ended 31st March 2018
 - a) Execute review of effectiveness of internal audit
 - b) Execute Annual Governance Statement
 - c) To approve Statement of Accounts
 - d) To sign Certificate of Exemption
27. To appoint Internal Auditor for 2018-19 Financial Year
28. To discuss and resolve on GDPR compliance:
 - a) To appoint a council Data Protection Officer via LALC
 - b) To adopt the Data Map
 - c) To adopt Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
 - d) To adopt the Privacy Notices
 - e) To receive completed Security Compliance Checklists from all councillors
 - f) To note that the council is already registered as a Data Controller with the ICO
29. To discuss and resolve on Grant Application from Rase Heritage Society
30. Reports from meetings
31. Items for next meeting