

Holme Valley Parish Council

To: All Members of the Council

You are hereby summoned to attend the **ANNUAL MEETING OF THE COUNCIL** to be held on **MONDAY, 13 MAY 2019** at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** at **7 PM**, for the transaction of the following business –

- AGENDA -

1 Installation of Chairman (Standing Order 5e refers)

- (1) To elect a Chairman for the ensuing year
- (2) To invest the newly elected Chairman with the Chain of Office and his/her Escort with the Chairman's Escort's Jewel
- (3) The newly elected Chairman to read and sign the Declaration of Acceptance of Office
- (4) The newly elected Chairman takes the Chair and returns thanks for his/her election
- (5) To thank the retiring Chairman and present him/her with his/her Past Chairman's Jewel and give thanks to his/her Escort
- (6) The retiring Chairman to reply

2 Installation of Vice Chairman (Standing Order 5e refers)

- (1) To elect a Vice Chairman for the ensuing year
- (2) To present the newly elected Vice Chairman with the Vice Chairman's Jewel
- (3) The newly elected Vice Chairman to return thanks for his/her election

3 To accept apologies for absence

4 Code of Conduct (Standing Orders 2 and 14(b) refer)

To reaffirm Code of Conduct, originally adopted 20 May 2013 – copy enclosed

5 Vacancy – Netherthong Ward

- To co-opt a Councillor for the Netherthong Ward

6 Standing Orders and Financial Regulations

- (1) To review and adopt Standing Orders (Standing Orders 5(j)(viii) and 29 refer) - copy enclosed
- (2) To review and adopt Scheme of Delegation (Standing Order 5(j)(v) refers) - copy enclosed
- (3) To review and adopt Financial Regulations – copy enclosed

7 To appoint Office Holders (Standing Order 4e and 26 refer)

- (1) Chairman and Vice Chairman of Community Assets Support Committee
- (2) Chairman and Vice Chairman of Finance and Management Committee
- (3) Chairman and Vice Chairman of Planning Committee
- (4) Chairman and Vice Chairman of Publications & Communications Committee
- (5) Chairman and Vice Chairman of Service Provision Committee
- (6) Chairman and Vice Chairman of Staffing Committee

8 To appoint Standing Committees (Standing Orders 4d and 4e refer)

- (a) Community Assets Support Committee
- (b) Finance & Management Committee
- (c) Planning Committee
- (d) Publications & Communications Committee
- (e) Service Provision Committee
- (f) Staffing Committee
- (3) Publications & Communications Committee

9 Minutes of Council & Committee meetings (Standing Order 5(j)(ii) and (iii) refer)

- copies enclosed:

- (1) To confirm Minutes of Council meeting held on 25 March 2019.

Holme Valley Parish Council

(2) To confirm Minutes of Annual Parish Meeting held on 25 March 2019.

(3) To receive Minutes of Planning Committee meetings held on:

(a) 8 April 2019, Minute No. 1819 163 to 1819 174 inclusive

(b) 29 April 2019, Minute No. 1819 175 to 1819 188 inclusive

10 Policy, Procedural & Administrative Matters (Standing Order 5(j) refers)

Review of Policies and Procedures – Clerk to report

11 Schedule of Meetings 2019-20 (Standing Order 5(j)(xix) refers)

(1) To determine the time and place of ordinary meetings of the full Council and its Committees, up to and including the next annual council meeting – copy enclosed

(2) To agree date of Annual Parish Meeting 2020

12 To confirm Representatives to Outside Bodies

- list enclosed

13 To appoint Authorised Signatories under the Bank Mandates

(1) HSBC - Financial Regulations 1.4 and 5.1

(2) Bank of Scotland - Financial Regulations 5.5

(3) Subsidiary account held with HSBC - Chairman's Charity

(4) Investment accounts - CCLA and Svenska Handelsbanken

14 Freedom of Information Act 2000 – to agree what information will be made available to the public

- To determine availability, or not, of supporting papers – under the Council's Publication Scheme

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Anthony S Marlor

Locum Clerk to the Council

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