

# Hormead Parish Council

Members are hereby summoned to attend the  
**Hormead Annual Parish Council Meeting**  
on **Thursday 18 May 2017 at 7.30pm** at the **Meads Pavilion**  
for the purpose of transacting the following business:

*Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.*



Signed: Colin Marks, Proper Officer and Clerk to Hormead Parish Council

Dated: 12 May 2017

## AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

*The business for this agenda is dictated by statute and as set out in the Standing Orders*

- 17.054 Election of Chairman for the ensuing year**
- 17.055 Chairman's Declaration of Acceptance of Office**
- 17.056 Apologies for absence**
  - 1. Councillors
  - 2. Other apologies
- 17.057 To consider the appointment of a Vice-Chairman for the ensuing year**
- 17.058 To review delegation arrangements to committees, the clerk and other local authorities**  
As laid down in Standing Orders sections 6 and 26
- 17.059 To review and consider the members and terms of reference for committees**
  - 1. Staffing Committee: To appoint Committee Members and affirm Terms of Reference
  - 2. VHMC Representative
- 17.060 To review Council's complaints/grievance procedure**  
Incorporated within S/O sections 8 and 27, and the Staffing Committee Terms of Reference
- 17.061 To review as appropriate the Financial Regulations**
- 17.062 To review Council's and Clerk's memberships of other bodies**  
HAPTC/NALC, CPALC, SLCC, Clerks & Councils Direct.
- 17.063 To review Council's FOI Policy and Procedure, DPA Policy and SAR Procedure**  
On the Parish Council's website; based on the FOI Act 2000
- 17.064 To review Council's policy for dealing with the press/media**  
Agendas sent to Herts Mercury, facility provided at meetings and as per S/O section 29, 11.5 & 11.17
- 17.065 Dates, times and place of meetings for the coming year**  
Meetings to be held on the third Thursday of each month except August, as per S/O 14.2