

ALVINGTON PARISH COUNCIL

Thursday 29th April 2021

To all members of the Council

You are hereby summoned to participate in the Annual Parish Assembly and Annual Council Meeting of Alvington Parish Council on Wednesday 5th May 2021 at 7.30 p.m. for the purpose of transacting the following business. **N.B.: Further information on certain items may be contained in a meeting pack.**



Ms Meg Humphries, Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

Agenda for Alvington Annual Parish Assembly
Remotely on Zoom on Wednesday 5th May 2021 at 7.30pm
Meeting ID: 824 1366 7052. Passcode: 808157
(Tutorials and support at zoom.us)

Annual Parish Assembly

1. To receive apologies for absence.
2. Welcome
3. To approve the accuracy of the [2019 Annual Parish Meeting Minutes](#).
4. Parish Council Chairman's Annual Report
5. Reports from local organisations:
 - a) Village Hall Management Committee
 - b) Alvington & Woolaston Cricket Club
 - c) Sports Field Committee
 - d) Woolaston Primary School
 - e) Reports from any other local organisations
6. Annual Financial Report
7. Alvington Neighbourhood Plan
8. Open Forum
9. Future Parish Assembly Date: To be confirmed

Annual Council Meeting

1. To receive apologies for absence.
2. Election of the Chairman and Vice-Chair for 2019-20
3. Delivery by the Chairman/Vice Chairman of the Council of their acceptance of office form.
4. To note the approval of the [minutes of the 2019 Annual Council Meeting](#), approved at the June 2019 full council meeting.
5. To review delegation arrangements to committees.
6. To review the terms of reference for committees: [NDP Committee ToR](#) and [Sports Field ToR](#).
7. To receive nominations to existing committees.
8. To appoint any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
9. To review and adopt appropriate [standing orders](#) and [financial regulations](#).

10. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities.
11. To review representation on or work with external bodies and arrangements for reporting back.
12. To review [Asset Register](#), the inventory of land and assets including buildings and office equipment.
13. To review and confirm [arrangements for insurance cover](#) in respect of all insured risks.
14. To review the Council's and/or employees' memberships of other bodies.
15. To review the Council's [complaints policy](#).
16. To review the Council's [Data Protection and Privacy Policy](#), including procedures for handling requests for an individual's personal data.
17. To review the Council's [policy for dealing with the press/media](#).
18. To note the [time and place of ordinary meetings of the Full Council for the year ahead](#).