

# **KNIVETON PARISH COUNCIL**

Parish Clerk: Mrs Kath Gruber  
Kniveton Parish Council, 21 Church Street, Holbrook, Derbyshire, DE56 0TD  
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3 May 2019

## **To: The Members of Kniveton Parish Council**

Dear Councillor

You are summoned to attend the Annual Meeting of Kniveton Parish Council to be held at 7.15pm or immediately following the Annual Parish Meeting on Tuesday 14 May 2019 at the Village Hall, Kniveton.

Yours sincerely

*K Gruber*

Kath Gruber

## **AGENDA**

- 1** To elect a Chairman of the Parish Council for the ensuing year, to receive the Chairman's declaration of Acceptance of Office and to invest the Chairman with the Chain of Office
- 2** To elect a Vice Chairman of the Parish Council for the ensuing year
- 3** DECLARATIONS OF INTEREST  
Members are reminded that under the member's code of Conduct they must register, within 28 days, changes to their financial and other interests and notify the Monitoring Officer of any gifts and hospitality received.
- 4** To receive apologies for absence
- 5** To review and adopt the Council's Standing Orders
- 6** To review and adopt the Council's Financial Regulations
- 7** To approve delegation arrangements to the Councillors and Officers as in Appendix 1
- 8** To review and approve the Council's Code of Conduct
- 9** To review and approve the Council's Equal Opportunities Policy
- 10** To review and approve the Council's Freedom of Information Policy
- 11** To review and approve the Council's s137 Policy

12 To review and approve the Council's Social Media and Electronic Communication Policy

13 To appoint (if applicable) representatives to serve on outside bodies:

### **Agenda Papers**

<b>Agenda Item</b>	<b>Document</b>	<b>Issued</b>
5	Standing Orders	With agenda
6	Financial Regulations	With agenda
8	Code of Conduct	With agenda
9	Equal Opportunities Policy	With agenda
10	FOI Policies	With agenda
11	S137 Policy	With agenda
12	Social Media and Electronic Communication Policy	With agenda

### **Appendix 1-Scheme of Delegation**

To appoint the Clerk as the Council's Proper Officer and Responsible Financial Officer (RFO)

To delegate to the Chairman, and in his/ her absence the Vice Chairman, plus one other Councillor decisions of the Council and payments on behalf of the Council (up to a value of £1000) during the recess months provided that all such decisions and payments are reported to the next appropriate meeting of the Council