

KNIVETON PARISH COUNCIL

Parish Clerk: Mrs Kath Gruber
Kniveton Parish Council, Homestead Farm, 10 Alfreton Road, Newton, Derbyshire,
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23 April 2020

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 7pm on Tuesday 12 May 2020 by Cisco Webex.

You can access the meeting by dialling: **020-7660-8147** and entering the access code **628 673 186** Password: **29634979**

Alternatively, you can join via your PC/Smart Phone using this link:

<https://clerk-78.my.webex.com/clerk-78.my/j.php?MTID=m667e2340313bac39cd071e05907f5b6b>

Meeting number: **628 673 186**

Password: **29634979**

Host key: **990471**

Yours sincerely

K Gruber

Kath Gruber

AGENDA

- 1 To receive apologies for absence
- 2 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
- 3 To elect a Vice Chairman of the Parish Council for the ensuing year
- 4 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.
- 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 review and approve the Council's GDPR policies and notices:
 - Email Contact Privacy Notice
 - General Privacy Notice
 - Information Protection Policy
 - Information Security Policy
 - Retention of Documents and Records
 - Privacy Notice

Agenda Papers

| Agenda Item | Document | Issued |
|-------------|--|-------------|
| 5 | Standing Orders | With agenda |
| 6 | Financial Regulations | With agenda |
| 8 | Code of Conduct | With agenda |
| 9 | Equal Opportunities Policy | With agenda |
| 10 | FOI Policy | With agenda |
| 11 | S137 Policy | With agenda |
| 12 | Social Media and Electronic Communication Policy | With agenda |
| 13 | GDPR policies and notices | 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