

DUFFIELD PARISH COUNCIL

Parish Clerk: Mrs Kath Gruber
Duffield Parish Council, The Weston Centre, Tamworth Street,
Duffield, Derbyshire, DE56 4ER
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3rd May 2019

To: The Members of Duffield Parish Council

Dear Councillor

You are summoned to attend the Annual Meeting of Duffield Parish Council to be held at 7.00pm on Wednesday 15 May 2019 at the Cemetery Meeting Room, Hazelwood Road, Duffield.

Yours sincerely

K Gruber

Kath Gruber

AGENDA

- 1 To elect a Chair of the Parish Council for the ensuing year, to receive the Chair's declaration of Acceptance of Office and to invest the Chair with the Chain of Office
- 2 To elect a Vice Chair 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 review and approve the Council's Code of Conduct
- 8 To establish the following Ordinary Committees to undertake the Council's work over the next Council term.
 - Cemetery Committee
 - Recreational Committee
 - Strategy, Finance and General-Purpose Committee

- 9 To review and approve the terms of reference for the Cemetery, Recreational and Strategy, Finance and General-Purpose Committees
- 10 To appoint Members and community representatives to the Committees, to include appointing the Chair of the Duffield Community Association (currently Christopher Johnson)
- 11 To appoint a Chair and Vice Chair of the Cemetery, Recreational and Strategy, Finance and General-Purpose Committees.
- 12 To review and approve delegation arrangements to the Committees and Officers – Appendix 1
- 13 To invite the following Advisers to assist the Council and its Committees:

Footpath	Jason Holdcroft, Lionel Bailey, Noreen Cutts, Alison Rawcliffe, Judith Law, Rachel McNab, Kath Hoblyn,
Tree	Mrs Jeannette Arnold
Flood	Mr Luke Heaton
Traffic	Mr Mark Spilsbury

- 14 To review and approve the Guidance for Advisers and Non-Councillor members of the Council's Committees
- 15 To review the inventory of the Council's land and assets and the Council's insurance for its assets and all insured risks
- 16 To review the Council and Officer's subscriptions to other bodies
- 17 To review and approve the Council's Complaints Policy
- 18 To review and approve the Council's Equal Opportunities Policy
- 19 To review and approve the Council's policies for requests for information made under the General Data Protection Regulation and Freedom of Information Act
- 20 To review and approve the Council's Social Media and Electronic Communication Policy
- 21 To review and approve the Council's S137 Policy
- 22 To appoint representatives to serve on the following outside bodies:
 - An Associate Governor to Ecclesbourne School
 - The R J Weston Charity (minimum of three posts)
 - The Millennium Meadow Committee (two posts)
 - The Duffield Good Neighbour Project

Appendix 1-Scheme of Delegation

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

To delegate to the Assistant Clerk all the powers of the Proper Officer and RFO in the Clerk's absence.

To delegate to the Clerk (and to the Assistant Clerk, in the Clerk's absence) to incur expenditure:

- to a limit of up to £1000.00 excluding VAT
- to a limit of £5000.00 for the replacement of equipment and/or repairs to equipment on the Children's Playground on the Gray Recreation Ground with the agreement of the Chair, or Vice Chair in his/her absence provided that such expenditure is reported to the next appropriate meeting of the Council.

To appoint the Clerk as Authorised Person for the purpose of the Local Authorities Cemeteries Order 1977.

To delegate to the Clerk the power to approve memorial applications that comply with the Council's rules and regulations and to refer any to Cemetery Committee that do not comply.

To delegate to the Chair and, in his/ her absence, the Vice Chair, decisions of the Council during the summer recess provided that all such decisions are reported to the next appropriate meeting of the Council.

To delegate to each Committee of the Council power in relation to all matters within the Committee's Terms of Reference and power to incur expenditure if it is within budget except for decisions/functions specifically reserved for Full Council in law or under the Council's Standing Orders.