

**Council members are hereby summoned to attend the Annual Council Meeting on Wednesday 16 May 2018, at 7.30 pm at Kingham Village Hall. Please inform the Clerk if you are unable to attend.**

*A. Ogilvie*

**Anne Ogilvie – Kingham Parish Clerk, 09 May 2018**

**AGENDA**

- 1** Election of Chairman
- 2** Acceptance of Office
- 3** Election of Vice-Chairman
- 4** Apologies – to be received
- 5** Declaration of Interests
- 6** Minutes- the minutes from the previous meeting to be approved and signed
- 7** Creation of Committees and Sub-committees, including appointment of members
- 8** Committee and sub-committee terms of reference
- 9** Creation of Working Parties
- 10** Appointment of trustees to serve on outside bodies
- 12** Approval and adoption of Standing Orders
- 13** Approval and adoption of Financial Regulations
- 14** Review of Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation
- 15** Review of employment policies and procedures
- 16** Review of insurance policy
- 17** Review of assets
- 18** Review of subscriptions to other bodies
- 19** Appointment of Internal Auditor
- 20** Review of assets
- 21** Meeting dates – to agree meeting dates for next year to include next Annual Council Meeting