



Clerk: Roger M Greenwood
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The Mallards
Underbank
Hebden Bridge
West Yorkshire
HX7 6PP

SUMMONS

The **Annual Meeting** of the Parish Council will be held remotely via Zoom, on **Monday 3 May 2021** commencing at **7.00 p.m.**

Roger Greenwood is inviting you to a scheduled Zoom meeting.

Topic: Heptonstall PC Meetings
Time: May 3, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/87155064200?pwd=Z1c2OGZlaWZ5bTNvVnd3Q3lZczdSdz09>

Meeting ID: 871 5506 4200

Passcode: 127715

One tap mobile

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AGENDA

(This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business)

Members' Disclosable Pecuniary Interests relating to Agenda items for this meeting : to be declared prior to consideration of the appropriate item

- 1. Election of Chairman 2021/22**
- 2. Signature of Declaration of Acceptance of Office of Chairman**
- 3. Apologies of absence and reasons**

4. Election of 2021/22 Vice Chairman
5. Election of Responsible Finance Officer, Deputy to Responsible Finance Officer, Internal Auditor, Publicity Officer & Risk Assessor
6. Election of Committee members :
 - Finance Committee
 - Staffing Committee
 - Planning Committee
 - Rights of Way Committee
7. Election of Chairmen and Vice Chairmen of each Committee by respective members of :
 - Finance Committee
 - Staffing Committee
 - Planning Committee
 - Rights of Way Committee
8. Election of representatives to serve on external bodies
9. Confirmation of persons empowered to sign cheques (2 signatures required)
10. Continued Approval of (January 2019) Standing Orders
11. Continued Approval of (January 2019) Council's Financial Regulations
12. Review of Delegation arrangements
13. Continued Approval of (April 2019) Terms of Reference for Committees
14. Approval of Council's Policies and Procedures
15. Approval of General Data Protection Regulations policies
16. Clerk's assurance of compliance with Pension Auto-Enrolment and PAYE Real Time Initiative (verbal report)
17. Approval of dates/times/venues of meetings to May 2022 (including Annual Assembly of the Parish Meeting)
18. Approval of a revised Code of Conduct (already circulated)
19. Requirement to Comply with Code of Conduct + Register of Financial Interests : a reminder to all members by The Clerk

RMGreenwood

Clerk