

**HOPTON AND COTON PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**Wednesday 5th May 2021 at 6.30 p.m.**

**ONLINE**

**You're invited to join a Microsoft Teams meeting**

Title: Annual Meeting of the council followed by an ordinary meeting of the council

Time: 5 May 2021 18:30:00

Join on your computer or mobile app

[Click here to join the meeting](#)

**ONE MINUTE'S SILENCE WILL BE OBSERVED TO MARK THE DEATH OF HRH PRINCE PHILIP**

Public Participation

10 mins.

**AGENDA**

Cllr Mr Paul Gilbert will preside as Chairman to open the proceedings.

**21/118 ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL 2021/22 AND THE ARRANGEMENTS FOR THE SIGNING OF THE DECLARATION OF OFFICE**

**21/119 ELECTION OF THE VICE CHAIRMAN OF THE PARISH COUNCIL 2021/22**

**21/120 TO RECEIVE APOLOGIES**

**21/121 TO NOTE THE MINUTES FROM THE ANNUAL MEETING OF THE COUNCIL IN 2019**

**21/122 THE SIGHTING OF THE DEEDS HELD BY THE PARISH COUNCIL**

**21/123 TO CONFIRM THE PERSONS RESPONSIBLE FOR THE PARISH COUNCIL CONTRACTS AND WEEKLY PLAYGROUND INSPECTIONS**

**21/124 TO CONFIRM THE COUNCILLORS AUTHORISED TO SIGN CHEQUES**

**21/125 TO CONFIRM THE MINIMUM NUMBER OF MEETINGS TO BE HELD THROUGHOUT THE YEAR**

**21/126 TO DETERMINE THE DATES AND VENUE OF ALL THE PLANNED MEETINGS**

**21/127 TO CONFIRM THE APPOINTMENT OF ANY NEW COMMITTEES OR WORKING GROUPS THAT WERE SET UP DURING 2020/21, TO CONFIRM THE MEMBERS WHO ARE ON THOSE GROUPS AND TO CONSIDER IF ANY OTHER GROUPS NEED TO BE FORMED**

**21/128 REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND EQUIPMENT**

**21/129 CONFIRMATION OF INSURANCE COVER**

**21/130 REVIEW OF THE COUNCIL'S SUBSCRIPTIONS TO OTHER BODIES**

**21/131 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

**21/132 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

**21/133 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS / MEDIA**

**21/134 REVIEW OF RISK ASSESSMENT, STANDING ORDERS, FINANCIAL REGULATIONS AND ACCESSIBILITY REGULATIONS**

**21/135 TO CONSIDER THE PROPOSAL THAT HOPTON AND COTON PARISH COUNCIL SHOULD ADOPT THE "GENERAL POWER OF COMPETENCE"**