

LONGHOPE PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend a meeting of Longhope Parish Council for the purpose of transacting the following business.

I Barrett Clerk to the Council

Agenda for the Annual Meeting of LONGHOPE PARISH COUNCIL

To be held online on Tuesday 04th May 2021 at 7.00 pm (see log in details below)

1. Election of the Chair and Vice Chair for 2021/22

2. Apologies for absence

3. Declarations of interest

4. Public Forum

5. Planning

- P0774/21/FUL Treetops, Old Monmouth Road. Change of use from a single family dwellinghouse to a mixed use as a single family dwellinghouse and the operation of a dog grooming parlour (within the existing garage). Alterations to the external appearance of the garage by the insertion of a window and door. Erection of 1.8 m high close boarded fencing part of which would be adjacent to the highway.

6. Annual Meeting agenda items from standing orders:

- i. Delivery by the Chairman of the Council of their acceptance of office form
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council (12 April 2021 and 19 April 2021) and to receive and note minutes of and/or to determine recommendations made by committees.
- iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- iv. Review of the terms of references for committees.
- v. Receipt of nominations to existing committees.
- vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vii. Review and adoption of appropriate standing orders and financial regulations.
- viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- ix. Review of representation on or work with external bodies and arrangements for reporting back.
- x. Review of inventory of land and assets including buildings and office equipment.
- xi. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xii. Review of the Council's and/or employees' memberships of other bodies.
- xiii. Establishing or reviewing the Council's complaints procedure.

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- xiv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xv. Establishing or reviewing the Council's policy for dealing with the press/media
- xvi. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

7. Members' Reports

8. Date of Annual Parish Meeting

9. Clerk's Report & Correspondence

- Forest of Dean Dementia Action Alliance

10. Finance

- To approve payment of outstanding invoices
- To receive the latest financial report
- To receive the draft annual accounts for 2020/2021
- To confirm the audit timetable and process
- To invite any further comments on the budget for 2021/22

11. Next Meeting - Monday 21st June 2021 at 7.00 pm to be held at the Pavilion, Longhope Recreation Ground

Topic: Longhope Parish Council

Time: May 4, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/84834377947?pwd=M2hPdmp1eFpXbFZMVzNSQWNkMyt6QT09>

Meeting ID: 848 3437 7947

Passcode: 462780

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