

2 Ordinary Council meetings

Clerk's Note: the latest information relevant to each of the elements have been added in red for ease of reference.

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
(10th May 2017)
- c If no other time is fixed, the annual meeting of the Council and all other Council meetings in the year shall take place at 7pm *(amended 3 Dec 2013)*.
- d In addition to the annual meeting of the Council, **at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs** *(see paragraph j xii below)*.
- e *The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.*
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a

successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of **the Council at the annual meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. **Confirmation of the accuracy of the minutes of the last meeting of the Council** (Agenda Item 3: Minutes of 21st Feb 2017 and Item 4: Minutes of Special Meeting held 28th Feb 2017)
 - iii. Review and adoption of appropriate standing orders (last amended 13th Oct 2016) and financial regulations (last amended 23rd Sept 2016)
 - iv. Review of representation on or work with external bodies and arrangements for reporting back (None).
 - v. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - vi. Review of inventory of assets (Agenda Item 15.a.(iv)).
 - vii. Review and confirmation of arrangements for insurance cover in respect of all insured risks (Minute 13th Dec 2106 12.b.3.(i) agreement to Statutory Insurance Cover... to be reviewed in Sept 2017).
 - viii. Review of the Council's and/or employees' memberships of other bodies (Annual 'discretionary subscriptions paid to NALC, HALC,

and CPRE).

- ix. Establishing or reviewing the Council's complaints procedure (last reviewed 13th December 2016).
- x. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (last reviewed February 2017).
- xi. Establishing or reviewing the Council's policy for dealing with the press/media (included in Standing Orders see j. iii above)
- xii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead. (Tuesday 12th Sept 2017, Tuesday 12th December 2017, and Tuesday 13th February 2018)