

CLERKS REPORT – ANNUAL BUSINESS

Broadclyst Parish Council Standing Order 5

Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

Standing Order	Reference	Notes
a Signing by the Chairman of the acceptance of office form;	Agenda item 22/031	The agenda sets out the process for this form being signed after the virtual meeting.
b Confirmation of the accuracy of the minutes of the last meeting of the Council;	Agenda item 22/035	
c Receipt of the minutes of the last meeting of a committee;	Agenda item 22/041i	Finance Committee Minutes
d Consideration of the recommendations made by a committee;	Agenda item 22/041i	As contained within Finance Committee Minutes
e Review of delegation arrangements to committees, sub-committees, staff, and other local authorities;	Included in meeting pack – agenda 22/042ii	There is no delegation in place to another local authority.
f Review of the terms of reference for committees;	Included in meeting pack – agenda 22/042ii	
g Appointment of members to existing committees and subcommittees;	Agenda item 22/042iii	

Standing Order	Reference	Notes
h Appointment of any new committees in accordance with standing order 4;	N/A	There is no recommendation to form any new committees
i Review and adoption of appropriate standing orders and financial regulations;	Standing Orders and Financial regulations Included in meeting pack – agenda 22/042ii	Temporary changes for virtual meetings during Covid have been removed.
j Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.		Council has the following arrangements/agreements/contracts in place: 100-year lease: National Trust (Broadclyst Playing fields); 5 year agreements: National Trust (Allotments), Smith of Derby (Parish Clock), Murray French Ltd (office lease); Pear mapping; 3 year agreement: Came and Company (insurance); British Telecom; South West Ambulance; Devon Air Ambulance / MAT electrics. 2 year agreement: British Gas (utilities); Ford (parish van) lease; Annual/ongoing agreements: KJ Thulborn (now idVerde) (urban grass cutting); Set Squared Ltd (web hosting); DCC (grass cutting); ICO; PSS Live; Payroll Bureau; Rialtas (finance software); South West Hygiene; Tozers; Hydro-Logic; TV Licencing; Octopus Energy
k Review of representation on or work with external bodies and arrangements for reporting back;		See g above. All Members and Officers representing the Council report back to Council at the following meeting
l In a non-election year, to confirm that the Council continues to be eligible to exercise the General Power of Competence	Agenda item 22/042i	Council continues to meet criteria to use GPC

Standing Order	Reference	Notes
m Review of inventory of land and other assets including buildings and office equipment;	Included in annual accounts Agenda item 22/041ii	Asset register to be reviewed later this year by Finance Committee to remove old assets.
n Confirmation of arrangements for insurance cover in respect of all insurable risks; ¹		Council is in its second year of a 3-year LTA with Hiscox in respect of its insurable risks. Cyber cover is currently not covered.
o Review of the Council's and/or staff subscriptions to other bodies;		Council subscriptions: NALC/DALC; LGC; Living Wage Foundation. Staff subscriptions: SLCC Operational subs: Adobe; Amazon Business Prime; Dropbox; Locality; Microsoft; Pear Mapping.
p Review of the Council's complaints procedure;	Included in meeting pack – agenda 22/042ii	
q Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);	Included in meeting pack – agenda 22/042ii	Reviewed for compliance with GDPR
r Review of the Council's policy for dealing with the press/media;	Included in meeting pack – agenda 22/042ii	

¹ Employers Liability (Compulsory Insurance) Act 1969

Standing Order	Reference	Notes
s Review of the Council's employment policies and procedures;	N/A	Employment handbook revised 2017. Recommendation: It has not been reviewed since pre-Covid and so it is recommended this is an action arising from this annual review under SO#5.
t Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	Included in meeting pack – agenda 22/042ii	Recommendation: Full Council first Monday, save for months where the first Monday is a bank holiday when it is pushed back to the second Monday. Finance Committee bi-monthly; Planning and environment; bi-monthly; Staffing at least annually in October; Traffic committee quarterly All other Committee meetings as required. Subcommittees set their own schedule of meetings.