

# Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG  
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## MEETING NOTICE

Dear Sir/Madam

I hereby give you notice that the **Annual Parish Meeting** is due to be held on **Tuesday 16th May, 2017 at 7.00 pm in Hatley Village Hall**. This will be immediately followed by the **Annual General Meeting of Hatley Parish Council**. Members of the public are welcome to attend. All members of the Council are hereby summoned for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Mrs Kim Wilde  
Clerk to the Council  
11th May, 2017

### Annual Parish Meeting

#### **AGENDA**

1. Welcome and to note the Minutes of the last Annual Parish Meeting held on May 17th 2016
2. To receive the Chairman's Annual Report
3. To receive an update from Richard Halsey on behalf of Friends of Friendless Churches regarding St. Denis' Church, East Hatley
4. To receive Parish Reports:
  - i. Hatley Village Association
  - ii. Hatley Village Hall
  - iii. St. Denis's Church Local Nature Reserve Management Group
  - iv. Hatley St. George Church
  - v. Hatley Website Group
  - vi. South Cambridgeshire Police
5. To receive reports from the County and District Councillors
6. To receive the Parish Council accounts for the year ended 31st March 2017

#### INCOME AND EXPENDITURE ACCOUNT

	<u>2015/2016</u>	<u>2016/2017</u>
Balance brought forward	11,582.31	15,605.40
Add total receipts	15,488.67	9,318.75
Less total payments	(11,465.58)	(11,819.51)
<b>Balance carried forward</b>	<b>15,605.40*</b>	<b>13,104.64**</b>

\*Figures include HVA Fundraising Monies and The Big Lottery Fund grant receipt and project payments

\*\* Figures include HVA Fundraising Monies and The Big Lottery Fund project payments

## RECONCILIATION AS AT THE CLOSE OF BUSINESS ON 31 MARCH 2017

	<u>2015/2016</u>	<u>2016/2017</u>
Current Account	15,605.40	13,130.62
Plus:	0.00	0.00
Less:	0.00	8.00
		17.98
		2 uncleared cheques
<b>Balance</b>	<b>15,605.40*</b>	<b>13,104.64**</b>

\*Figures include HVA Fundraising Monies and The Big Lottery Fund grant receipt and project payments

\*\* Figures include HVA Fundraising Monies and The Big Lottery Fund project payments

7. Questions from the Public
8. Date and time of next Annual Parish Meeting – 7.00pm on Tuesday 15th May 2018
9. To note the time of meeting closure

**To be immediately followed by**

## **Annual General Meeting of Hatley Parish Council**

### **AGENDA**

1. Election of Chairman 2017-18
2. Election of Vice-Chairman 2017-18
3. To receive any apologies for absence
4. Signing of the Acceptance of Office by all Councillors
5. Registration of Interests by all Councillors
6. To receive and consider dispensation applications for items on this agenda
7. Minutes of the Ordinary Meeting dated 21st March 2017 to be approved and signed
8. To consider any Matters Arising
9. To open the meeting to members of the public for a maximum of ten minutes to enable them to address questions to the Parish Council. *Questions relating to items not on the agenda shall not require a response or discussion until the following meeting.*
10. To review all statutory documents:
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Code of Conduct
  - iv. Risk Assessment
  - v. Asset Register
11. To resolve upon the introduction of a Safeguarding Policy
12. To resolve upon the introduction of an Equality and Diversity Policy
13. Churches:
  - i. To consider any matters relating to St. Denis' Church
  - ii. To consider any matters relating to Hatley St. George Church
14. Planning:
  - i. To consider planning application S/1444/17/LB – The installation of three vents at Unit 11, St. George's Tower, Main Street, Hatley St. George SG19 3SH
  - ii. To receive notice of the dates and locations for hearings on the updated Local Plan
  - iii. To consider SCDC's Monthly Update (circulated by email), if applicable
15. Village Enhancement projects:
  - i. To receive an update on the speeding sign and consider next steps for volunteers
  - ii. To receive an update on the deer crossing signs and consider matters relating to this
  - iii. To receive an update on possible road safety improvements near North Lodge, Hatley St. George and consider any matters relating to this

This Agenda is published and provided, and may be used, only on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from it or its use. For the avoidance of doubt the only legally acceptable version of the Agenda of Hatley Parish Council is that kept by the Clerk. It is available for public inspection from the Clerk.

16. To receive an update from the Hatley Village Association
17. To consider any matters relating to the Hatley Village fête
18. Village Hall:
  - i. To review the annual inspection service for the fire equipment
  - ii. To consider any other business relating to the village hall
19. Village play area:
  - i. To consider any action required as a result of the 2017 RoSPA report
  - ii. To resolve upon the introduction of a Play Area Access Statement
  - iii. To receive an update on funding opportunities for phase two of the play area improvements
20. To consider any matters relating to the Village website
21. To receive an update from Connecting Cambridgeshire on Superfast Broadband
22. To consider the Department for Communities and Local Government's consultation on preserving the free use of public parks
23. To consider correspondence received:
  - i. Farming Memories group meetings at Wimpole Home Farm
  - ii. SENDIASS and Pinpoint Road Shows
24. Finance Update:
  - i. To consider payments for approval:
    - a) *Information Commissioner* – Data Protection Registration Fee £35.00
    - b) *Came & Co.* – Annual Insurance Renewal £280.00
    - c) *V Seekings* – Internal Audit Service May 2017 - £50.00
    - d) *CAPALC* – Annual Membership Fee 2017-18 £135.98
    - e) *Playsafety Limited* – Annual Play Area RoSPA Inspection £79.80
    - f) *MRL Astor* – Village Hall and Play Area Annual Rent £2.00
    - g) *A Pinney* – Village Hall Supplies reimbursement £7.50
    - h) *K Wilde* – Overtime March and April 2017
    - i) *Algar Signcraft (Services) Cambridge Ltd* – Hall Hire Sign £186.96
    - j) *K Wilde* – Annual Office Fee April 2017 - March 2018 £55.00
    - k) *K Wilde* – Office expenses and reimbursements £20.85
    - l) *K Wilde* – Travel expenses April to May 2017 £38.26
    - m) *K Wilde* – Salary Payments May and June 2017
    - n) *e-On* – Village Hall Electricity Direct Debits: 14th April £21.55, 9th May £5.70
  - ii. To receive the Parish Council Accounts to the year ended 31st March 2017
    - a) To receive comments from the Internal Auditor regarding the Annual Return 2016-17 and resolve upon any subsequent action
    - b) To resolve to approve the Annual Governance Statement 2016-17
    - c) To resolve to approve the Accounting Statements 2016-17
    - d) To sign and date the Accounting Statements
25. To review and resolve upon NALC's recommended Clerk's Pay Scale 2017-18
26. To agree future meeting dates:
  - i. 7.30 pm Tuesday 11th July (or 18th July)
  - ii. 7.30 pm Tuesday 17th October 2017
  - iii. 7.30 pm Tuesday 16th January 2018
  - iv. 7.30 pm Tuesday 20th March 2018
  - v. 7.00 pm Tuesday 15th May 2018 – Annual Parish Meeting followed by AGM
27. To note the time and date of the next Ordinary Meeting
28. To note the time of meeting closure