

Hatley Parish Council

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MEETING NOTICE

I HEREBY GIVE YOU NOTICE that the **Annual Parish Meeting** and the **Annual General Meeting of Hatley Parish Council** will be held in **Hatley Village Hall at 7.00 pm on Tuesday 15th May, 2018**. All members of the Council are hereby summoned for the purposes of considering and resolving upon the business to be transacted at the Meetings as set out hereunder.



Kim Wilde
Clerk to the Council
10th May 2018

Annual Parish Meeting

AGENDA

1. Welcome by the Chair and to note the Minutes of the last Annual Parish Meeting held on Tuesday 16th May 2017
2. To receive the Annual Report by the Chair of Hatley Parish Council
3. 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. Little Gransden Aerodrome Local Consultative Committee
4. To receive reports from the County and District Councillors
5. To receive the Parish Council's unaudited accounts for the year ended 31st March 2018

INCOME AND EXPENDITURE ACCOUNT

	<u>2016/2017</u>	<u>2017/2018</u>
Balance brought forward	15,605.40	13,104.64
Add total receipts	9,318.75	12,080.71
Less total payments	(11,819.51)	(8,711.29)
Balance carried forward	13,104.64*	16,474.06*

*Figures include payments and receipts for the Hatley Village Association

RECONCILIATION AS AT THE CLOSE OF BUSINESS ON 31 MARCH 2018

	<u>2016/2017</u>	<u>2017/2018</u>
Current Account	13,130.62	19,066.74
Plus: Petty Cash Held	0.00	40.00
Less: Uncleared cheques	(8.00)	(450.00)
	(17.98)	(42.40)
		(178.60)
		(900.00)
		(120.00)
		(279.01)
		(33.54)
		(30.94)
		(598.19)
Balance	13,104.64*	16,474.06*

*Figures include payments and receipts for the Hatley Village Association

6. Questions from the Public
7. Date and time of next Annual Parish Meeting – 7.00pm on Tuesday 21st May 2019
8. To note the time of meeting closure

To be immediately followed by the

Annual General Meeting of Hatley Parish Council

AGENDA

1. Election of Chairman 2018-19
2. Election of Vice-Chairman 2018-19
3. To receive any apologies for absence
4. To record the signing of the Acceptance of Office by all Councillors
5. To receive the Registration of Interests from all Councillors
6. To receive and consider dispensation applications for items on this agenda
7. To approve and sign the Minutes of the Ordinary Meeting dated 20th March 2018 and the Extraordinary Meeting dated 10th April 2018.
8. To consider any Matters Arising (Hunt)
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. Churches:
 - i. To consider any matters relating to St. Denis' Church
 - ii. To consider any matters relating to Hatley St. George Church
11. Planning:
 - i. To consider further amendments to planning application S/4601/17/FL for the change of use of domestic outbuildings to two dwellings at Moat Farm, East Hatley
 - ii. To consider SCDC's Monthly Update (circulated by email), if applicable
12. Village enhancement projects:
 - i. To receive an update on the speeding sign project
13. Hatley Village Association:

- i. To consider any matters relating to the Hatley Village fête and other future events
14. Village Hall:
 - i. To review the annual inspection service for the fire equipment
 - ii. To receive an update on the SCDC Energy Fund application
 - iii. To receive an update on maintenance work at the hall
 - iv. To consider any other business relating to the village hall
15. Village play area:
 - i. To consider any action required as a result of the 2018 RoSPA report, if available
 - ii. To receive an update on funding opportunities for phase two of the play area improvements
16. To consider any matters relating to the village website
17. To consider correspondence received:
 - i. CAPALC training dates for Chairman and Councillors
 - ii. CALOR Rural Community Fund
18. To review and agree the statutory documents:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Risk Assessment
 - v. Asset Register
19. To review and agree the General Data Protection Regulations documentation
20. To review and agree policies:
 - i. Safeguarding Policy
 - ii. Equality and Diversity Policy
 - iii. Play Area Access Statement
21. To review and agree a new Insurance contract
22. To review and agree a new electricity contract
23. To resolve upon NALC's recommended Clerk's Pay Scale 2018-19
24. To reconcile income and expenditure against the bank account Q4, January to March 2018
25. To consider payments for approval:
 - i. *Information Commissioner* – Data Protection Registration Fee, £35.00
 - ii. *Wildlife Trust* – Refund for hall hire, £70.00
 - iii. *Valerie Seekings* – Internal Audit Services, tbc
 - iv. *Came & Co.* – Annual Insurance Renewal, tbc
 - v. *CAPALC* – Annual Membership Fee 2018-19, £141.28
 - vi. *MRL Astor* – Village Hall Annual Rent £1.00
 - vii. *MRL Astor* – Play Area Annual Rent £1.00
 - viii. *K Wilde* – Overtime March - April 2018, £473.90
 - ix. *K Wilde* – Annual Office Fee April 2018 - March 2019, £80.00
 - x. *K Wilde* – Office expenses and reimbursements, £158.92
 - xi. *K Wilde* – Travel expenses April to May 2018, £62.29
 - xii. *K Wilde* – Salary Payments May and June 2018
 - xiii. *M Lack* – Village Hall Supplies £8.18 (Petty Cash)
 - xiv. *e-On* – Village Hall Electricity Direct Debits: 26th April 2018 £17.06 / 15th May 2018 £6.86
26. To review the annual accounts for the year ended 31st March 2018
 - i. To resolve upon certifying the Parish Council as Exempt for the purpose of the Annual Governance and Accountability Return 2017-18
 - ii. To receive comments from the Internal Auditor regarding the Annual Governance and Accountability Return 2017-18 and resolve upon any subsequent action
 - iii. To review, resolve upon and sign the Annual Governance Statement 2017-18

- iv. To review and resolve upon and sign the Accounting Statements 2017-18
- 27. To consider changes to banking arrangements
- 28. To agree future meeting dates:
 - i. 7.30 pm Tuesday 17th July 2018
 - ii. 7.30 pm Tuesday 16th October 2018
 - iii. 7.30 pm Tuesday 15th January 2019
 - iv. 7.30 pm Tuesday 19th March 2019
 - v. 7.00 pm Tuesday 21st May 2019 – Annual Parish Meeting followed by the Annual General Meeting of the Parish Council
- 29. To note the time and date of the next meeting: 7.30 pm Tuesday 17th July 2018
- 30. To note the time of meeting closure

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