

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 21st May 2019 at 7.00 pm in Hatley Village Hall**. This will be followed immediately by the **Annual General Meeting of the Parish Council**. All members of the Council are hereby summoned for the purposes of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Kim Wilde

Kim Wilde - Clerk to the Council
16th May 2019

Hatley's Annual Parish Meeting

AGENDA

1. Welcome by the Chair of the Parish Council and to note apologies for absence
2. To accept the Minutes of the Annual Parish Meeting held on Tuesday 15th May 2018
3. To receive the annual report by the Chair of Hatley Parish Council
4. To receive the following parish reports:
 - i. Hatley St George Church
 - ii. St Denis's Church Local Nature Reserve Management Group
 - iii. Hatley Website Group
 - iv. Hatley Village Association
 - v. Hatley Village Hall
 - vi. Little Gransden Aerodrome Local Consultative Committee
5. To receive reports from the County and District Councillors
6. To receive the Parish Council's unaudited accounts for the year ended 31st March 2019

RECEIPTS AND PAYMENTS ACCOUNT

	<u>2017/2018</u>	<u>2018/2019</u>
Balance brought forward	13,104.64	16,474.06
Add total receipts	12,080.71	14,803.56
Less total payments	(8,711.29)	(17,796.10)
Balance carried forward	16,474.06*	13,481.52*

*Figures include funds held, payments and receipts for the Hatley Village Association

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BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31 MARCH 2019

	<u>2017/2018</u>	<u>2018/2019</u>
Current Account	19,066.74	13,711.18
Plus: Petty Cash held		40.00
11.28		
Less: Uncleared cheques	(450.00)	(96.00)
	(42.40)	(23.18)
	(178.60)	
(72.00)		
	(900.00)	(50.00)
	(120.00)	
	(279.01)	
	(33.54)	
	(30.94)	
	(598.19)	
Balance	16,474.06*	13,481.28*

*Figures include the funds held, payments and receipts for the Hatley Village Association

7. To receive questions from the public
8. To agree the date and time of the next Annual Parish Meeting
9. To note the time of meeting closure

A brief refreshment break will take place before proceeding with the

Annual General Meeting of Hatley Parish Council

AGENDA

1. To elect the Chair for 2019-20
2. To elect the Vice Chair 2019-20
3. To receive apologies for absence
4. To record the signing of the Acceptance of Office by the Chair and Vice Chair
5. To receive updated Registration of Interests from Councillors, if applicable
6. To receive and consider dispensation applications for items on this agenda
7. To approve and sign the Minutes of the Ordinary Meeting dated 19th March 2019
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. 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 receive any local planning updates
 - ii. To consider the draft Gamlingay Village Design Guide Supplementary Planning Document
 - iii. To consider SCDC's Monthly Update (circulated by email), if applicable

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12. Hatley Village Association:
 - i. To consider any matters relating to the Hatley Village fête
 - ii. To consider the future of the HVA
13. Village Hall:
 - i. To receive an update on maintenance issues
 - ii. To consider the transfer of £30 hall hire fee for Petty Cash purposes
 - iii. To consider any other issues relating to the village hall
14. Village play area:
 - i. To receive the RoSPA report and consider any action required
 - ii. To consider other maintenance issues, if applicable
 - iii. To agree the monthly inspection rota for 2019-20
 - iv. To consider action points for the Play Area project in 2019-20
15. Community Defibrillator:
 - i. To receive the Record Book update and consider any action that may be required
 - ii. To consider a future date for the EAAA training session
16. To consider any matters relating to the village website
17. To consider any matters relating to the speed monitoring sign
18. To consider donations:
 - i. Gamlingay Gazette (updated information available)
 - ii. East Anglian Air Ambulance Service (relating to training sessions)
19. To consider correspondence received:
 - i. Cambridge Gliding Centre 'Neighbouring Parishes Open Day'
 - ii. Rural Network Services campaign 'Time for a Rural Strategy'
 - iii. SCDC's additional green bin charges
20. To review and agree statutory documents:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Risk Assessment
 - v. Assets Register
 - vi. Transparency Code items
21. To review and agree policies:
 - i. Safeguarding Policy
 - ii. Equality and Diversity Policy
 - iii. Play Area Access Statement
22. To review and consider any action relating to the Risk Assessment
23. To review and agree the annual insurance renewal provided by Came and Company
24. CAPALC:
 - i. To consider CAPALC membership renewal 2019-20
 - ii. To consider General Data Protection Scheme membership renewal 2019-20
 - iii. To consider the invitation to the Clerks and Councillors Annual Conference Day
25. To consider payments for approval:
 - i. *Buzz Associates* – Final payment for new village website – £450.00
 - ii. *Playsafety Limited* – Play area RoSPA inspection – £82.20
 - iii. *CAPALC* – Annual membership fee and GDP membership fee 2019-20 – £178.71
 - iv. *Valerie Seekings* – Internal audit services – £50.00
 - v. *Came & Company* – Annual insurance renewal 2019-20 – £280.00
 - vi. *M R L Astor* – Village Hall annual rent – £1.00
 - vii. *M R L Astor* – Play Area annual rent – £1.00
 - viii. *K Wilde* – Annual office fee 2019-20 – £80.00

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- ix. *K Wilde* – Office expenses and reimbursements – £31.15
- x. *K Wilde* – Travel expenses – £52.29
- xi. *K Wilde* – Salary payments (May and June) and overtime to 30.04.19
- xii. *Npower* – Village Hall electricity – Direct Debit details to be provided
- 26. To review the annual accounts for the year ended 31st March 2019
 - i. To consider certifying the Parish Council as exempt for the purpose of the Annual Governance and Accountability Return 2018-19
 - ii. To receive comments from the Internal Auditor regarding the Annual Governance and Accountability Return 2018-19 and resolve upon any subsequent action
 - iii. To consider and resolve upon of the Annual Governance Statement 2018-19
 - iv. To consider and resolve upon the Accounting Statements 2018-19
- 27. To consider changes to banking arrangements if required
- 28. To agree the time and date of meetings 2019-20:
 - i. 7.30 pm Tuesday 16th July 2019
 - ii. 7.30 pm Tuesday 15th October 2019
 - iii. 7.30 pm Tuesday 21st January 2020
 - iv. 7.30 pm Tuesday 17th March 2020
 - v. 7.00 pm Tuesday 19th May 2020 – Annual Parish Meeting followed by the Annual General Meeting of the Parish Council
- 29. To note the time of meeting closure