

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG
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Dear Councillors

I hereby give you notice that **Hatley's Annual Parish Meeting** is due to be held on **Tuesday 4th May 2021 at 7.00 pm** on a remote basis, using Zoom video/telephone conference technology. This meeting will be immediately followed by the **Annual General Meeting of the Parish Council**, which is also being held on a remote basis using the same Zoom meeting ID as the Annual Parish Meeting. Details of how to access the meeting can be found at the end of this notice (page four).

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. All members of the public are welcome to join the meeting, also remotely using Zoom.

Kim Wilde

Kim Wilde - Clerk to the Council
28th April 2021

Hatley's Annual Parish Meeting

AGENDA

1. Welcome by the Chair of the Parish Council
2. To note apologies for absence
3. To accept the Minutes of the Annual Parish Meeting held on Tuesday 19th May 2020
4. To receive the annual report by the Chair of Hatley Parish Council
5. To receive the following parish reports:
 - i. Hatley St George Church
 - ii. St Denis Church Local Nature Reserve Management Group
 - iii. Hatley Website Group
 - iv. Hatley Village Association
 - v. Hatley Village Hall
6. To receive reports from the County and District Councillors
7. To receive the Parish Council's audited accounts for the year ended 31st March 2021

PAYMENTS AND RECEIPTS ACCOUNT*

	<u>2019/2020</u>	<u>2020/2021</u>
Balance brought forward	£13,481.52	£25,678.97
Add total receipts	£23,125.05	£7,820.47
Less total payments	(£10,927.30)	(£6,027.22)
Balance carried forward	£25,678.97**	£27,472.22**

*At the time of this Agenda being published the accounts are unaudited

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

BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31ST MARCH 2021*

	<u>2019/2020</u>	<u>2020/2021</u>
Current Account	£26,920.14	£28,074.44
Plus: Petty Cash held	£27.06	£27.06
Less: Uncleared cheques	(£50.00)	(£50.00)
	(£243.00)	(£144.00)
	(£31.80)	(£201.00)
	(£122.00)	(£217.68)
	(£217.76)	(£16.60)
	(£243.00)	
	(£25.07)	
	(£44.00)	
	(£291.60)	
Balance	£25,678.97**	£27,472.22**

*At the time of this Agenda being published the accounts are unaudited

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

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

The Annual Parish Meeting will be immediately followed by the

Annual General Meeting of Hatley Parish Council

AGENDA

1. To elect the Chair for 2021-22
2. To elect the Vice Chair 2021-2022
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 an 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 held on 16th March 2021
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 receive updates on local planning applications
11. To consider the 2021 East West Rail public consultation on route alignment and stations
12. To consider updates or decisions for a Local Highways Improvement application to reduce the speed limit in Hatley to 30 mph
13. To consider any matters relating to the Hatley Village Association
14. To consider any matters relating to the Village Hall
15. Village play area:
 - i. To receive the RoSPA annual report and consider the inspector's recommendations
 - ii. To agree the monthly inspection rota for 2021-22

16. To consider correspondence received:
 - i. Cambridgeshire Hearing Help
 - ii. Cambridge Gliding Club
 - iii. CAPALC
17. To review and approve the statutory documents:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Risk Assessment
 - v. Assets Register
 - vi. Transparency Code items
18. To review and approve policies and access statements:
 - i. Safeguarding Policy
 - ii. Equality and Diversity Policy
 - iii. Volunteer Policy
 - iv. General Privacy Policy
 - v. 'Contact Us' Privacy Policy (website)
 - vi. Play Area Access Statement
 - vii. Village Hall Access Statement
19. To receive the completed Risk Assessment report and consider any action required
20. To consider the annual insurance renewal provided by Came and Company
21. To review the annual accounts for the year ended 31st March 2021
 - i. To reconcile the bank statement with payments and receipts, including Petty Cash, for the period January to March 2021
 - ii. To resolve to declare Hatley Parish Council as an exempt authority for the financial year 2020-21 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
 - iii. To receive an update on the undertaking of the internal audit by LGS Services
 - iv. To consider and approve the Annual Governance Statement 2020-21
 - v. To consider and approve the Accounting Statements 2020-21
22. To receive an update on PAYE payments for financial year 2020-21
23. To consider payments for approval (*amount to be confirmed during the meeting):
 - i. *HMRC* – PAYE March 2021 – £16.60
 - ii. *Came & Company* – Annual insurance renewal 2021-22*
 - iii. *M R L Astor* – Village Hall annual rent 2021-22 – £1.00
 - iv. *M R L Astor* – Play Area annual rent 2021-22 – £1.00
 - v. *Play Safety Ltd* – Annual RoSPA Inspection 2021 – £82.20
 - vi. *LGS Services* – Annual internal audit*
 - vii. *K Wilde* – Annual office fee 2021-22 – £80.00
 - viii. *K Wilde* – Salary payments (May and June)
24. To agree the time and date of meetings 2021-22:
 - i. 7.30 pm on Tuesday 20th July 2021
 - ii. 7.30 pm on Tuesday 19th October 2021
 - iii. 7.30 pm on Tuesday 18th January 2022
 - iv. 7.30 pm on Tuesday 15th March 2022
 - v. 7.00 pm on Tuesday 17th May 2022 (Annual Parish Meeting followed by the Annual General Meeting of the Parish Council)
25. To note the time of meeting closure

To join the meeting

For internet access please go to www.zoom.us and select the option 'Join a Meeting'.

For telephone access please call any one of the following telephone numbers:

[0203 901 7895](tel:02039017895) / [0203 481 5240](tel:02034815240) / [0203 481 5237](tel:02034815237)

Regardless of how you choose to join the meeting you will need to use the following meeting identification number (ID): [896 3314 5236](tel:89633145236)

The meeting passcode is: [304564](tel:304564)

You will be asked to make your identity known when you join the meeting but your personal details will not be included in the meeting minutes or on any other written record unless it is pertinent to the meeting, in which case your permission will be sought by the Parish Clerk before your details are publicly recorded.

We recommended that you join the 'waiting room' for the meeting just before 7.30pm.

Details of the meeting protocol can be found on the Parish Council page of the Hatley website.

www.hatley.info