

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, SG19 3LG
Email: parishclerk@hatley.info Tel: 01767 650596 Website: www.hatley.info

MEETING NOTICE

Dear Sir / Madam

I hereby give notice of the Hatley Annual Parish Meeting due to be held at 7.00pm on Tuesday 16th May 2023 in Hatley Village Hall, followed immediately by the Annual General Meeting of Hatley Parish Council.

All members of the Parish 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.



K Wilde
Clerk and RFO to the Council
11th May 2023

ANNUAL PARISH MEETING

AGENDA

1. Welcome by the Chair of the Parish Council
2. To receive apologies for absence
3. To accept the Minutes of the Annual Parish Meeting held on Tuesday 31st May 2022
4. To consider any matters arising
5. To receive an annual report by the Chair of Hatley Parish Council
6. To receive the following parish reports:
 - i. Hatley St George Church
 - ii. St Denis Church Local Nature Reserve Management Group
 - iii. Hatley Village Association
 - iv. Hatley Village Hall
 - v. Speedwatch
6. To receive reports from the County and District Councillors
7. To receive the Parish Council's unaudited accounts for the year ended 31st March 2023

PAYMENTS AND RECEIPTS ACCOUNT

	<u>2021/2022</u>	<u>2022/2023</u>
Balance brought forward	£27,472	£24,719
Add total receipts	£7,880	£11,449
Less total payments	(£10,633)	(£23,401)
Balance carried forward	<u>£24,719*</u>	<u>£12,767*</u>

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

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.

BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31ST MARCH 2023

	<u>2021/2022</u>	<u>2022/2023</u>
Current Account	£28,306.37	£13,851.80
Plus: Petty Cash held	£39.77	£30.30
Less: Uncleared cheques	(£50.00)	(£50.00)
	(£204.80)	(£50.00)
	(£51.31)	(£75.00)
	(£3,320.84)	(£57.00)
		(£240.20)
		(£215.15)
		(£75.00)
		(34.00)
		(317.86)
Balance	<u>£24,719.19*</u>	<u>£12,767.89*</u>

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

8. To receive questions from electors
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 2023/24
2. To elect the Vice Chair 2023/24
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 held on 21st March 2023
8. To consider any Matters Arising
9. Financial review and audit for the year ended 31st March 2023:
 - i. To reconcile the bank statement with the cashbook, including Petty Cash, for the period January to March 2023
 - ii. To approve the Asset Register as at 31st March 2023
 - iii. To resolve to declare Hatley Parish Council as an exempt authority for the financial year 2022/23 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
 - iv. To consider and approve the Annual Governance Statement 2022/23
 - v. To consider and approve the Accounting Statements 2022/23
 - vi. To note the undertaking of the internal audit for 2022/23 by LGS Services in June
10. To consider the Zurich insurance renewal
11. To consider the Membership and DPO renewal with CAPALC

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.

12. To consider the following payments for approval:
 - i. CAPALC – Cllr P Kraus councillor training fee - £75.00 (cheque issued in March)
 - ii. S Marshall – Hall hire fee to return – £34.00 (cheque issued in March)
 - iii. Abacus Oil Experts – Village Hall boiler repairs - £317.86 (cheque issued in March)
 - iv. Zurich Municipal – annual insurance renewal 2023/24 - £380.00
 - v. CAPALC – Membership and DPO renewal fee 2023/24 – £221.68
 - vi. M R L Astor – Village Hall annual rent 2023/24 – £1.00
 - vii. M R L Astor – Play Area annual rent 2023/24 – £1.00
 - viii. Playsafety Ltd – RoSPA Inspection of the Play Area – £90.00
 - ix. K Wilde – Overtime payment January to March 2023
 - x. K Wilde – Reimbursement for travel and office expenses – £64.78
 - xi. K Wilde – Reimbursement for x2 door mats for the Village Hall – £52.00
 - xii. K Wilde – Annual office fee April 2023 to March 2024 – £80.00
 - xiii. K Wilde – Salary payments April, May and June
 - xiv. HMRC – PAYE payments April, May and June
 - xv. C Barrett - Hall hire damage deposit to return – £50.00
 - xvi. e.on Next – Village Hall electricity - £135.72
(the e.on Next account is currently in credit, therefore no bank transaction is due)
 - xvii. A Pinney – Village Hall window cleaning fee paid to Champion Cleaning – £30.00
 - xviii. L Hudson – Village Hall cleaning and toilet supplies - £4.60 (petty cash payment)
13. To approve the cancellation of cheque number 100782, payable to O Smith, and to determine the reallocation of funds
14. 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
15. To review and approve existing 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
16. To consider and approve the Freedom of Information policy and request form
17. To consider the completed annual Risk Assessment report
18. Village play area:
 - i. To receive the RoSPA annual report and consider recommendations
 - ii. To agree the monthly inspection rota for 2023/24
 - iii. To discuss other matters or action required
19. Village Hall:
 - i. To receive the annual fire assessment report
 - ii. To receive an update on agreed hall improvements
 - iii. To receive a summary of recent hire, income and future bookings
 - iv. To consider any other matters relating to the Village Hall
20. Hatley Village Association:
 - i. To consider revisions to the HVA Terms of Reference
 - ii. To receive an update on recent and future events
 - iii. To receive details of the HVA's payments, receipts, balance and stock held

- iv. To receive details of cash to be banked and the cash float to be held
- v. To consider other matters relating to the HVA
- 21. Highways and Speeding:
 - i. To receive an update from Speedwatch members
 - ii. To receive an update on the Local Highways Improvements application
 - iii. To consider any matters relating to the Speed Monitoring Sign
- 22. Public Access Defibrillator:
 - i. To receive the updated record book
 - ii. To receive feedback from the community CPR/Defibrillator training sessions
- 23. To receive an update on the issue of narrowing of public footpaths and low hanging trees in the parish
- 24. To receive updates on local planning applications (if applicable)
- 25. To receive an update on Climate Action (if applicable)
- 26. To consider any correspondence received
- 27. To open the meeting to electors 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. Each elector can speak for a maximum of 3 minutes only)
- 28. To agree the time and date of meetings 2023/24 (July/October/January/March/May)
- 29. To note the time of meeting closure