

# Hatley Parish Council

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

Dear Sir/Madam/Councillors

I hereby give notice of the Hatley Annual Parish Meeting due to be held at **7.00pm on Tuesday 20th May 2025** 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*

K Wilde  
Clerk to the Council  
15th May 2025

### 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 21st May 2024
4. To consider any matters arising
5. To receive the annual report from 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. Speedwatch Team
  - v. Defib Group
  - vi. Hatley Village Hall
7. To receive annual reports from the County and District Councillors
8. To receive the Parish Council's unaudited accounts for the year ended 31st March 2025

#### PAYMENTS AND RECEIPTS ACCOUNT

	<u>2023/2024</u>	<u>2024/2025</u>
Balance brought forward	£12,767	£15,948
Add total receipts	£12,386	£11,390
Less total payments	(£9,205)	(£11,169)
<b>Balance carried forward</b>	<b>*£15,948</b>	<b>* £16,169</b>

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

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## BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31ST MARCH 2025

	<u>2023/2024</u>	<u>2024/2025</u>
Current Account	£16,145.91	£16,518.64
Plus: Petty Cash held	£63.06	£57.12
Less: Uncleared cheques	(£260.80)	(£49.38)
		(£62.70)
		(£276.60)
		(£18.50)
<b>Balance</b>	<b><u>*£15,948.17</u></b>	<b><u>*£16,168.58</u></b>

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

9. To receive questions from electors
10. To agree the date and time of the next Annual Parish Meeting
11. 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 2025/26
2. To elect the Vice Chair for 2025/26
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 18th March 2025
8. To approve and sign the Minutes of the Extraordinary Meeting held on 1st April 2025
9. To consider any Matters Arising
10. 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)*
11. Financial review and annual audit for the year ended 31st March 2025:
  - i. To reconcile the bank statement with the cashbook, including petty cash, to 31st March 2025
  - ii. To approve the Assets Register as at 31st March 2025
  - iii. To resolve to declare Hatley Parish Council as an Exempt Authority for the financial year 2024/25 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
  - iv. To consider and approve the Annual Governance Statement for 2024/25
  - v. To consider and approve the Accounting Statements for 2024/25
  - vi. To receive the Internal Auditor's report and recommendations for 2024/25
12. To receive the completed annual Risk Assessment report and consider recommendations
13. To consider the insurance policy renewal

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14. To consider the following payments for approval:
  - i. Royal British Legion Poppy Appeal wreath – £18.50 (paid)
  - ii. *K Wilde* – Overtime payments March and April 2025
  - iii. *HMRC* – PAYE for overtime payments March and April 2025
  - iv. *Information Commissioner* – Data Protection Annual Fee - £47.00
  - v. Insurance renewal 2025/26 – £348.71
  - vi. *M R L Astor* – Village Hall annual rent 2025/26 – £1.00
  - vii. *M R L Astor* – Play Area annual rent 2025/26 – £1.00
  - viii. *Playsafety Ltd* – RoSPA annual inspection of the Play Area – £96.00
  - ix. *K Wilde* – Reimbursement for office stationery and printer ink cartridges – £55.86
  - x. *K Wilde* – Reimbursement for Village Hall supplies – £22.93
  - xi. *K Wilde* – Annual office fee 2025/26 – £100.00
  - xii. *K Wilde* – Salary payments May and June 2025
  - xiii. *HMRC* – PAYE payments May and June 2025
  - xiv. *O2* – Mobile phone contact (Direct Debit) 15.04.25 £22.19 and 14.05.25 £23.84
  - xv. *BT* – Village Hall broadband (Direct Debit) 23.04.25 £39.01
  - xvi. *Octopus Energy* – Village Hall electricity (Direct Debit) – 15.04.25 £22.75 and 14.05.25 £6.34
15. 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
16. 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
  - viii. Freedom of Information Policy
17. Parish Councillor Vacancy:
  - i. To receive an application for the office of Parish Councillor in relation to the final vacant seat
  - ii. To invite the candidate to discuss the application or ask questions, if applicable
  - iii. The Parish Council may resolve under section 1 of the Public Bodies (admission to meetings) Act 1960 to temporarily exclude the press and public and ask that they withdraw from the meeting, should matters relating to 17.iv. require the discussion of personal attributes which may be considered to be prejudicial to the public interest
  - iv. To co-opt to fill the first Parish Councillor vacancy
18. Village play area:
  - i. To receive the RoSPA annual report and consider recommendations
  - ii. To consider grant funding opportunities for a new play tower
  - iii. To consider options for the replacement football goal netting
  - iv. To consider the littering issue caused by dog owners
  - v. To agree the rota for monthly inspections 2025/26
  - vi. To discuss other matters or action required

19. Village Hall:
  - i. To receive the annual fire assessment report
  - ii. To consider any other matters relating to the Village Hall
20. Hatley Village Association:
  - i. To receive details of the HVA's finances including cash held
  - ii. To consider other matters relating to the HVA
21. Highways and Speeding:
  - i. To receive an update on the Local Highways Improvement Scheme Project to include related correspondence from a resident
  - ii. To consider any updates or matters relating to Speedwatch
  - iii. To consider any updates or matters relating to the speed monitoring sign
22. Public Access Defibrillator:
  - i. To receive the updated record book
  - ii. To consider any other matters
23. To receive any local planning updates
24. To receive any Climate Action updates
25. To consider any correspondence received
26. To agree the time and date of meetings 2025/26
27. Website:
  - i. To receive an update on the transfer of the .gov.uk domain
  - ii. To resolve upon the temporary exclusion of the press and public from meeting proceedings, under Section 1 of the *Public Bodies (Admissions to Meetings) Act 1960*, as the business about to be transacted is considered to be prejudicial to the public interest. The press and public are hereby instructed to withdraw from the meeting room whilst matters pertaining to item 27.iii. are discussed.
  - iii. To receive the latest response from Pixsy relating to the previous use of a photo on the website, and to consider next steps
28. To note the time of meeting closure