

Hothfield Parish Council

TO ALL MEMBERS OF HOTHFIELD PARISH COUNCIL YOU ARE HEREBY SUMMONED to attend the meeting of the PARISH COUNCIL to be held on Wednesday 4 May 2022 at 7.00pm at Bluebells Children's Centre, Hothfield.

Note - The Meeting is an open meeting and can be attended by any Member of the Public.

<u>Item No</u>	<u>Agenda Items</u>
1	Election of Chairman <ul style="list-style-type: none"> • Chairman to sign Declaration of Acceptance Form
2	Note of Persons Present
3	Apologies for Absence
4	<p>Declarations of Pecuniary and Significant Interest</p> <p><i>A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)</i></p> <p><i>(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).</i></p> <ul style="list-style-type: none"> i) To note the granting of any Requests for Dispensations and the decision ii) Updating of Declarations of Interest
5	Election of Vice Chairman
6	Acceptance of Minutes from Previous Meeting
7	Matters for Report Arising from previous meeting
8	<p>Public Interval</p> <p>(The period of time designated for public participation in accordance with Standing Order 1(d) shall not exceed 30 minutes. Subject to Standing Order 1(e), each member of the public is entitled to speak once only in respect of business itemised on the agenda) Members of the public are allowed 2 mins to direct questions to the chairman. HPC request that all attendees note the following: -</p> <ul style="list-style-type: none"> • Statements are not to be made • Where possible the chairman will address & answer questions raised at the meeting. • If the Chairman/ PC is unable to answer the question raised. The PC will respond in writing to the individual or provide an answer at the next scheduled meeting. • Complaints relating to individual councillors need to be submitted in writing via the clerk. • Names and or addresses of individuals at the public interval will not be recorded in the minutes.
9	<p>Planning</p> <p>(All applications received by the date of this agenda will be shown on the attached Planning Application Record. If no Planning Application Record is attached then no applications have been received. Other applications may be discussed if they are received after the date of publication and at the discretion of the council, if they are not considered to be contentious. Please contact the Clerk for further information)</p>

10	Election of Officers to External Committees and outside bodies <ul style="list-style-type: none"> • KALC • Village Hall Committee • Disciplinary & Grievance Committee
11	Appointment of Members to Existing Committees <ul style="list-style-type: none"> • Finance & Policy Advisory Committee • Planning Committee (if time restraints require such committee)
12	Delegation of Responsibilities <ul style="list-style-type: none"> • Annual Review of All Parish Council Paperwork (August) • Six Month Review of any Fixed Assets (Sep/March) • Six Month Review of Financial Risk Assessment • Weekly Safety Check (Muga & Youth Shelter) • Annual Inspection of (Muga & Youth Shelter) • Councillor(s)with responsibility for Website & Publicity • Councillor(s) for assisting with Transparency & Data Protection • Councillor(s) responsible for Council Policies • Councillor Responsible for returning questionnaires
13	Review of Financial Regulations
14	Review of Land and Assets including Office Equipment <ul style="list-style-type: none"> • Insurance • Risk Assessments
15	Confirmation of Insurance Arrangements
16	Review of Subscriptions <ul style="list-style-type: none"> • KALC • SLCC • LCN • Hugo Fox
17	Review of Policies & Procedures <ul style="list-style-type: none"> • Complaints Procedure • Employment Policy • Press & Media Policy
18	Review of Council Policy & Procedure in respect of obligations under the Freedom of Information Act and Data Protection Legislation.
19	Determine Dates of future ordinary meetings up to and including The next Annual Parish Meeting
20	Financial Report <p>20.1 Bank Reconciliation</p> <p>20.2 Current Payments in accordance with the budget - LCN payment</p> <p>20.3 Any Other Financial Matters</p> <ul style="list-style-type: none"> • CCTV site visit. • Completion of Certificate of Exemption- AGAR • Review of Financial Internal Control System

	<ul style="list-style-type: none"> • Approval of the Annual Governance Statement by the members meeting as whole (Sec 1) • Signature & dating of Annual Governance Statement by the person presiding (Sec 1) • Approval of the Accounting Statement by members of the meeting as a whole (Sec 2) • Signature & dating of Accounting Statements by the person presiding (Sec 2) • Earmarked Funds
21	<p>General Council Business</p> <ol style="list-style-type: none"> 1. Correspondence incl any Email Correspondence 2. Queens Jubilee Celebration Update 3. PCSO's Report / KCC Warden Report 5. Muga 7. Hothfield Newsletter 8. Path connecting East & West Hothfield
22	<p>Forum for Exchange of Information</p> <p>Items for discussion only. No decisions can be made under this heading</p>
23	<p>Items for Next Agenda</p>
24	<p>Date of Next Meeting</p>
<p>Signed: M A Norris Parish Clerk</p>	