

REF: 090523

Hartshill Parish Council

Hartshill Community Centre, Church Road, Hartshill, Nuneaton, CV10 0LY

Telephone: 02476 397961

Email: hartshillparishcouncil@gmail.com

Dear Councillor,

I write to inform you that the Annual meeting of Hartshill Parish Council will be held on Tuesday 6th June 2023 at 6.30pm at Friends Meeting House, Castle Road, Hartshill

You are requested to attend this meeting.

Yours Faithfully

Olwyn Hardy - Clerk to Hartshill Parish Council – 30/5/2023

	Agenda	Item	Action
	Co-Option	Councillors to be co-opted	
1.	Election of Chairman	First order of business – election of the chairman -Chairman to sign declaration of acceptance of office	HPC
2.	Election of Vice-Chairman	Councillors asked to elect their Vice-Chairman. -Vice Chairman to sign declaration of acceptance of office	HPC
3	Welcome and apologies	To open meeting and record any apologies received	GR
4	To accept any apologies received.	To consider any apologies received and record as accepted.	GR
5	Procedural items	Please refer to the notes at the end of agenda	HPC
6	Declarations of interest	Please refer to the notes at the end of agenda	GR
7	Chairman's Announcement	Please refer to the notes at the end of agenda	GR
8	Report from Borough & County Councillors	To receive report from Borough & County Councillors.	MB
9	Report from pc Hughes & PCSO Jenkins	To receive report from PC Hughes & PCSO Emily Jenkins	PC
10	Public Question Time	Strictly 15 minutes allocated to members of the public wishing to address the Council.	MOP
11	Accounts for Payment	To approve payments to invoices Approve Insurance, Cemetery repair and conservatory expenditure.	Clerk
12	Financial Report	To receive an update on the Financial Status of the Council Expenditure: £10713.03, Income: £2980.80 Funding income £1020	Clerk
12 .1	Annual Audit	Internal Audit taking place 31 st May at Hartshill Community Centre. Notice of Public Rights to begin June 12 th – July 21 st . Annual Audit to be completed before 30 th June 2023.	
13	Planning Applications	To consider any planning applications received by the Council. PAP/2023/0212	HPC
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19	Mancetter PC Meeting	Update from Mancetter Parish Council meeting.	
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21	Items for Next Agenda	Items for <u>decision only</u> to appear on next agenda.	HPC
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12 .1	Annual Audit	Internal Audit taking place 31 st May at Hartshill Community Centre. Notice of Public Rights to begin June 12 th – July 21 st . Annual Audit to be completed before 30 th June 2023.	
13	Planning Applications	To consider any planning applications received by the Council. PAP/2023/0212	HPC
14	Minutes of the Last Meeting	To approve the minutes of the last meeting 090523 and sign as a true record.	Chair
15	Correspondence	To receive any correspondence received for the month May. Numerous written and verbal complaints in relation to the Cemetery grounds maintenance.	HPC
16	Estate	To discuss matters relating to Snowhill Rec Ground, Hartshill Cemetery and Hartshill Community Centre. Approve quote for cemetery landscaping	HPC
17	Staff	Date for Staff Appraisals	HPC
18	Policies & Procedures	Policies & Procedures for adoption/review. - Standing Orders - Transparency code - Code of Conduct - Publication Scheme - Disciplinary Procedures	HPC

		• Equal Opportunities • Financial Procedures • Risk Management/Disaster Recovery • Grievance Policy • Health & Safety • Safeguarding • Transparency code • FOI • Scheme of Delegation • Vexatious Complainants • Training & Development • Data protection • Complaints procedure • Social Media policy • Grants Awarding • Volunteering • Lone workers	
19	Mancetter PC Meeting	Update from Mancetter Parish Council meeting.	
20	Item of Confidentiality	Council to discuss confidential item.	
21	Items for Next Agenda	Items for <u>decision only</u> to appear on next agenda.	HPC
	Date and Time of next meeting	The next meeting will take place on June 6th at 6.30pm at Friends Meeting House.	HPC

Notes:

1) Councillors are minded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person, or act to gain financial or other material benefits for yourself, your family, a friend, or close associate

2) Receipt of Declarations of Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda

Notes on Declaration of Interest:

(i) Any Councillor arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered;

(ii) If a councillor has a prejudicial interest in a matter being discussed at the meeting, they must declare this as soon as that interest becomes apparent to them. They should then leave the room, unless members of the public can make representations, give evidence, or answer questions about the matter, by statutory right or otherwise. They must immediately leave the room once they have finished or when the meeting decides that they have finished (if that is earlier). They cannot remain in the room to observe the vote on the matter.

3) Standing Orders provide a fixed timescale for each person to speak and for the matter to be formally referred to, or to be placed on the agenda of the next meeting, or to be responded to by the clerk, or to be noted, in order that there is no discussion at the meeting on a matter that has not been given prior notice of in the agenda. Members of the public wishing to speak should notify the Clerk in advance. If any Councillor receives notice from a member of the public that they wish to speak at a meeting, that Councillor should inform the Clerk prior to the meeting.

(A copy of the Council's Public Participation Scheme is available on request.)

4) In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media to report on the proceedings of a meeting of the Council or its Committees when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities. People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose. Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

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REF: 090523

Hartshill Parish Council

Hartshill Community Centre, Church Road, Hartshill, Nuneaton, CV10 0LY

Telephone: 02476 397961

Email: hartshillparishcouncil@gmail.com

Dear Councillor,

I write to inform you that the Annual meeting of Hartshill Parish Council will be held on Tuesday 6th June 2023 at 6.30pm at Friends Meeting House, Castle Road, Hartshill

You are requested to attend this meeting.

Yours Faithfully

Olwyn Hardy - Clerk to Hartshill Parish Council – 30/5/2023

	Agenda	Item	Action
	Co-Option	Councillors to be co-opted	
1.	Election of Chairman	First order of business – election of the chairman -Chairman to sign declaration of acceptance of office	HPC
2.	Election of Vice-Chairman	Councillors asked to elect their Vice-Chairman. -Vice Chairman to sign declaration of acceptance of office	HPC
3	Welcome and apologies	To open meeting and record any apologies received	GR
4	To accept any apologies received.	To consider any apologies received and record as accepted.	GR
5	Procedural items	Please refer to the notes at the end of agenda	HPC
6	Declarations of interest	Please refer to the notes at the end of agenda	GR
7	Chairman's Announcement	Please refer to the notes at the end of agenda	GR
8	Report from Borough & County Councillors	To receive report from Borough & County Councillors.	MB
9	Report from pc Hughes & PCSO Jenkins	To receive report from PC Hughes & PCSO Emily Jenkins	PC
10	Public Question Time	Strictly 15 minutes allocated to members of the public wishing to address the Council.	MOP
11	Accounts for Payment	To approve payments to invoices Approve Insurance, Cemetery repair and conservatory expenditure.	Clerk
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