



# Hartshill Parish Council

Hartshill Community Centre  
Church Road, Hartshill, CV10 0LY

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✉ clerk@hartshill-pc.gov.uk

🌐 www.hartshill-pc.gov.uk

Dear Councillor,

I write to inform you that the Annual meeting of Hartshill Parish Council will be held on Tuesday 5<sup>th</sup> May 2026 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 27<sup>th</sup> April 2026

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## AGENDA

Reference 2627-002

1. **First order of business** – election of the chairman -Elected Chairman to sign declaration of acceptance of office
2. **Second Order of Business** – Election of Vice-Chairman – Elected Vice-Chairman to sign declaration of acceptance of office.
3. **Councillors Acceptance of Office** – Remaining Councillors to sign Declaration of acceptance of office and complete declaration of interest forms for 2026.
4. **Welcome & Apologies** – To open meeting and record apologies received.
5. **To accept Apologies received** – To consider apologies and record as accepted or absent.
6. **Procedural Items** – Please refer to Notes\* at end of agenda.
7. **Declarations of Interest** – Please refer to Notes\* at end of agenda.
8. **Chairmans Announcement** – Please refer to Notes\* at end of agenda.
9. **Report from County & Borough Councillors** – To receive report from County and Borough Councillors.
10. **Report from Police and/or PCSO** – To receive beat report from Warwickshire Police/PCSO.
11. **Public Question Time** – Strictly 15 minutes allocated for members of the public to address the Council.
12. **Accounts for Payment** – Council to consider and approve monthly invoices for payment.
13. **Financial Report** – Council to receive and consider monthly financial update from the RFO.
  - 13.1 Appointment of Internal Auditor 2026
  - 13.2 Year End Financial Report
14. **Minutes of the last meeting** – to approve minutes of meeting 2526-012 March 26
15. **Correspondence** – To receive any correspondence for the month. – Nuneaton Signs
16. **Estate** – to discuss matters relating to Hartshill Community Centre, Hartshill Cemetery and Snowhill Recreation Ground.
17. **Planning Applications** – To consider on any planning applications received during April.

18. **Policies and Procedures** – Councillors to review and adopt full list of policies and procedures for 2026-27. <https://hartshill-pc.gov.uk/community/hartshill-parish-council-20896/policies--procedures/>
  - 18.1 Review and Adoption of Standing Orders
  - 18.2 Review and Adoption of Financial Regulations
  - 18.3 Review and Adoption of Scheme of Delegation
  - 18.4 Review of Asset Register
  - 18.5 Review of Insurance.
19. **Asset Inspection Report** – Councillors to review Asset Register for 2026 - 27.
20. **Meeting Schedule 26-27**
21. **General Power of Competence** – Councillors to consider re-adoption of General Power of Competence for 2026-2027
22. **Annual Assembly** – Reminder of Annual Assembly May 12<sup>th</sup>, 2026, 6.30pm.
23. To request items on the next agenda for **decision only**.
24. To consider Date & Time for next meeting of the Parish Council – June 2<sup>nd</sup>, 2026 6.30pm

\*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.

(A copy of the Council's Media Policy is available on request.)