

Hartshill Parish Council

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

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Dear Councillor,

I write to inform you that the Annual meeting of Hartshill Parish Council will be held on Tuesday 6pth May 2025 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 – 25th April 2025

	Agenda	Item	Action
1	Election of Chairperson	First order of business – election of the chairman -Elected Chairman to sign declaration of acceptance of office	
2	Election of Vice-Chairperson	Election of Vice-Chairman – Elected Vice-Chairperson to sign declaration of acceptance of office	
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 Police & PCSO	To receive report from Police & PCSO	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 Received by the Council	Clerk
12	Financial Report	To receive an update on the Financial Status of the Council	Clerk
13	Asset Inspection Report	To review Asset Report	HPC
14	General Power of Competence	To re-adopt the General Power of Competence for the year 2025-2026	HPC
15	Internal Audit	To approve re-appointment of Internal Auditor Mr Bill Wooliscroft Date & Time of Internal Audit 2025 – May 22 nd at 10am	HPC
16	Insurance	Councillors asked to consider insurance schedule and approve for the year 25/26	
17	Planning Applications	To consider any planning applications received by the Council.	HPC
18	Minutes of the Last Meeting	To approve the minutes of the last meeting 2526-001 and sign as a true record.	Chair
19	Correspondence	To receive any correspondence received for the month April.	HPC
20	Estate	To discuss matters relating to Snowhill Rec Ground, Hartshill Cemetery and Hartshill Community Centre.	HPC
21	Policies & Procedures	To review Councils policies & Procedures for 2025-26 all available at: http://www.hartshill-pc.org.uk/page.php?id=775 • Standing Orders • Code of Conduct • Councillor Job Description • Publication Scheme • Register of Interests • Constitution • Disciplinary Procedure • Equal Opportunities • Exclusion of Public • Financial Procedures • Risk Management/Disaster Recovery • Good Practice • Grievance Policy • Health & Safety • Policy for Councils • Safeguarding • Transparency Code • Freedom of Information • Scheme of Delegation • Vexatious Complainants Policy • Statement of Safety • Training and Development (Ref: 05032024) 3 • Complaints Procedure • Data Protection • Privacy Notice • Social media • Responding to Planning Applications - Good Practice Guide • Grants Awarding Policy • Volunteering Policy • Public Liability • Employers Liability • Insurance • Lone Worker Policy	HPC

22	Items for Next Agenda	Items for <u>decision only</u> for next agenda (June 2025)	HPC
	Date and Time of next meetings	The next meeting will take place on June 3 rd , 2025, at 6.30pm at Friends Meeting House. Annual Assembly to take place 13 th May 6.30pm at Friends Meeting House, Hartshill	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.

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