

PARISH COUNCIL OF HANNINGTON, HAMPSHIRE

You are requested to attend the quarterly meeting of Hannington Parish Council on **Tuesday 7th March 2023 at 7.00pm**, in Hannington Village Hall. *[NB this is the first, true, quarterly meeting for 2023: the meeting held recently on Tuesday 14th February 2022, was the delayed December 2022 meeting.]*

AGENDA

1. Welcome - by the Chairman, apologies for absences and declarations of interest.
2. Draft Minutes - of the meeting held, 14th February 2023, for approval.

Matters arising from the meeting held, 14th February 2023.

3. Appointment of new Parish Clerk: – an update on appointment and transitional arrangements, HALC advice, remuneration and potential payroll providers.
4. Policy Review
 - a. **Website** – a ‘holding statement’ has been posted to the website, pending completion of legacy work and other necessary updates.
 - b. **Lengthsman Scheme**: An update on the Lengthsman Scheme – credit identified.
 - c. **Parish Council Elections**: Engagement with residents of the Parish, communications sent, nominations received, ahead of the forthcoming elections in May. Reminder that phot ID is required in the upcoming elections
 - d. **IT & Security** – IT/Emails – an update on access to previous clerk’s inbox/emails, access to admin rights, website contact details, new email addresses and options for email storage.
 - e. **Data Protection**: re-registration with the ICO, updated contact details and outstanding invoice (see below).
 - f. **HALC Membership**; updated contact details and identified overdue invoice (see below).
5. Finance
 - a. **Bank account** – an update on banking arrangements with Lloyds.
 - b. **VAT Refund**: an update on advice regarding the VAT reclaim: to be via the HMRC website.
 - c. **External Auditor**: - Appointment of new auditor (BDO LLP). Agree on applicability of exemption for 2022/23 AGAR.
 - d. **O/S Payments for approval** – A few outstanding invoices have been found in the legacy HPC inbox:
 - Play area invoice 2022: (dated Sept 2022) £300
 - Play area invoice 2021: (dated Sept 2021) £249.60
 - ICO Data Protection registration fee: £40
 - HALC Membership April 2022-March 2023: £221.86
 - Cryoserver 2022-23 – invoice 07593 £272.16

Other payments due and needing approval:

 - Clerk payment 14.02.23 – 31.03.2023 £602.74
 - Payroll provider set-up - £150
 - Cryoserver Invoice 2023/2024 - £272.16 – (to be paid after 1 April).
6. Open spaces.
 - a. Michael’s Field – Playground Inspections: an update on arrangements.

7. Matters Arising - and not appearing elsewhere on the agenda.

Open Forum

8. AOB.
9. Date of next meeting.
- a. Proposed Annual Meeting of Hannington Parish Council followed by the ordinary quarterly HPC meeting - Wednesday 17th May 2023 at 7.00pm.
 - b. HPC Quarterly meeting – 12th September 2023 (TBC with new Councillors in May)
 - c. HPC Quarterly Meeting – 12th December 2023 (TBC with new Councillors in May)

End.