

REF: 2425-008

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 3rd December 2024 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 – 22nd November 2024

	Agenda	Item	Action
1	Welcome and apologies	To open meeting and record any apologies received	CHAIR
2	To accept any apologies received.	To consider any apologies received and record as accepted.	CHAIR
3	Procedural items	Please refer to the notes at the end of agenda	HPC
4	Declarations of interest	Please refer to the notes at the end of agenda	CHAIR
5	Chairman's Announcement	Please refer to the notes at the end of agenda	CHAIR
6	Co-Option of Councillor	Councillors to vote on candidate to be co-opted onto the Council.	HPC
7	Report from Borough & County Councillors	To receive report from Borough & County Councillors.	MB/K H
8	Report from Police & PCSO	To receive report from Police & PCSO	PC
9	Public Question Time	Strictly 15 minutes allocated to members of the public wishing to address the Council.	MOP
10	Accounts for Payment	To approve payments to invoices Received by the Council for the month of November	Clerk
11	Financial Report	To receive an update on the Financial Status of the Council	Clerk
12	Minutes of the Last Meeting	To approve the minutes of the last meeting 2425-007 and sign as a true record.	Chair
13	Correspondence	To receive any correspondence received for the month November	HPC
14	Estate	To discuss matters relating to Snowhill Rec Ground, Hartshill Cemetery and Hartshill Community Centre.	HPC
15	Planning Applications	To discuss planning applications received.	HPC
16.	Budget	To discuss budget items for next year.	HPC
17	Items for Next Agenda	Items for decision only for next agenda (January 2024)	HPC
	Date and Time of next meetings	The next meeting will take place on January 7th, 2024, 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.

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