

# Upper Hardres Parish Council

## Annual Meeting of the Council

Members are hereby summoned, and notice is given, that the Annual Meeting of Upper Hardres Parish Council will be held at Bossingham Village Hall on **Monday 22 May 2023 at 7.00pm**  
Signed: Clare Hamilton, *Clerk/RFO Upper Hardres Parish Council*, 15 May 2023

### Agenda

**1. Appointment of Chair, Vice Chair, and co-option of Councillor**

- i. Appointment of Chair
- ii. Appointment of Vice Chair
- iii. Co-option of Councillor

**2. Apologies and absences**

*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted*

**3. Councillors' Acceptance of Office and Code of Conduct, and declarations of Disclosable Pecuniary Interests**

**4. Councillor roles**

**5. To consider acceptance of Minutes of Annual Meeting held on 03 May 2022**

**6. To consider completion of Annual Governance Return 2022/23**

**7. To consider the effectiveness of the system of Internal Control**

**8. To consider the Accounting Statements for the year ended 31 March 2023**

**9. To note the agreed Budget for the financial year 2023/24**

**10. To consider any amendments to Financial Regulations**

**11. To consider any amendments to Banking arrangements**

**12. To consider review of Insurance cover and quotation**

**13. To consider review of Policies and Procedures**

**14. Bossingham Playing Field**

**15. UHPC Grant Fund awards**

- (a) **To consider** UHPC Grant Fund award applications

**16. For information**

Annual Parish Meeting will be held on Tuesday 06 June 2023, 7pm at Bossingham Village Hall.