

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG
Tel: 01767 650596 Email: parishclerk@hatley.info Website: www.hatley.info

REMOTE MEETING NOTICE Tuesday 19th May 2020 at 7.00 pm

Dear Sir/Madam

I hereby give you notice that **Hatley's Annual Parish Meeting** is due to be held on Tuesday 19th May 2020 at 7.00 pm on a remote basis using Zoom video/telephone conference technology. This meeting will be immediately followed by the **Annual General Meeting of the Parish Council**, which is also being held on a remote basis using the same Zoom meeting ID as the Annual Parish Meeting.

All members of the Council are hereby summoned for the purposes of considering and resolving upon the business to be transacted at the meetings, as set out hereunder. All members of the public are welcome to join the meeting remotely via Zoom. **Details on how to access the meeting can be found at the end of this notice.**

Kim Wilde

Kim Wilde - Clerk to the Council
14th May 2020

Annual Parish Meeting of Hatley Parish Council

AGENDA

1. Welcome by the Chair of the Parish Council
2. To note apologies for absence
3. To accept the Minutes of the Annual Parish Meeting held on Tuesday 21st May 2019
4. To receive the annual report by the Chair of Hatley Parish Council
5. To receive the following parish reports:
 - i. Hatley St George Church
 - ii. St Denis' Church Local Nature Reserve Management Group
 - iii. Hatley Website Group
 - iv. Hatley Village Association
 - v. Hatley Village Hall
6. To receive reports from the County and District Councillors
7. To receive the Parish Council's unaudited accounts for the year ended 31st March 2020

RECEIPTS AND PAYMENTS ACCOUNT

	<u>2018/2019</u>	<u>2019/2020</u>
Balance brought forward	16,474.06	13,481.52
Add total receipts	14,803.56	23,125.05
Less total payments	(17,796.10)	(10,927.30)
Balance carried forward	13,481.52*	25,678.97*

*Figures include payments, receipts and funds held for the Hatley Village Association

BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31 MARCH 2020

	<u>2018/2019</u>	<u>2019/2020</u>
Current Account	13,711.18	26,920.14
Plus: Petty Cash held	11.28	27.06
Less: Uncleared cheques	(96.00)	(50.00)
	(23.18)	(243.00)
	(72.00)	(31.80)
		(122.00)
		(217.76)
		(243.00)
		(25.07)
		(44.00)
	(50.00)	(291.60)
Balance	13,481.28*	25,678.97*

* Figures include payments, receipts and funds held for the Hatley Village Association

8. To acknowledge the community involvement and support groups in relation to Coronavirus
9. To receive questions from the public
10. To agree the date and time of the next Annual Parish Meeting
11. To note the time of meeting closure

To be immediately followed by the

Annual General Meeting of Hatley Parish Council

AGENDA

1. To elect the Chair for 2020-21
2. To elect the Vice Chair 2020-21
3. To receive apologies for absence
4. To record the signing of the Acceptance of Office by the Chair and Vice Chair
5. To receive an updated Registration of Interests from Councillors, if applicable
6. To receive and consider dispensation applications for items on this agenda
7. To approve and sign the Minutes of the Ordinary Meetings held on both 25th February and 17th March 2020
8. To consider any Matters Arising
9. To open the meeting to members of the public for a maximum of ten minutes to enable them to address questions to the Parish Council. *Questions relating to items not on the agenda shall not require a response or discussion until the following meeting.*

10. Churches:
 - i. To consider any matters relating to St Denis' Church
 - ii. To consider any matters relating to Hatley St George Church
11. To receive local planning updates, if applicable
12. To consider any matters relating to the Hatley Village Association
13. To consider any matters relating to the Village Hall
14. Village play area:
 - i. To note the closure of the play area in March due to Covid-19 restrictions
 - ii. To receive the RoSPA report and consider any action required
 - iii. To agree the monthly play area inspection rota for 2020-21
15. To receive the Community Defibrillator logbook for April
16. To consider any matters relating to the village website
17. To consider any matters relating to the speed monitoring sign
18. To receive notice of the proposed closure of New Road Gamlingay, for bridge repairs
19. To consider correspondence received
20. To review and approve the statutory documents:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Risk Assessment
 - v. Assets Register
 - vi. Transparency Code items
21. To review and approve policies and access statements:
 - i. Safeguarding Policy
 - ii. Equality and Diversity Policy
 - iii. Volunteer Policy
 - iv. General Privacy Policy
 - v. 'Contact Us' Privacy Policy (website)
 - vi. Play Area Access Statement
 - vii. Village Hall Access Statement
22. To receive the completed Risk Assessment report and consider any action required
23. To consider the annual insurance renewal provided by Came and Company
24. To review the annual accounts for the year ended 31st March 2019
 - i. To reconcile the bank statement with payments and receipts, including Petty Cash, for the period January to March 2020
 - ii. To resolve to declare Hatley Parish Council as an exempt authority for the financial year 2019-20 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
 - iii. To receive an update on the undertaking of the Internal Audit by LGS Services
 - iv. To consider and approve of the Annual Governance Statement 2019-20
 - v. To consider and approve the Accounting Statements 2019-20
25. To consider payments for approval:
 - i. *S Kemp* – Refund of Village Hall booking fee – £94.00
 - ii. *K Wilde* – Overtime payments due to 31.03.20 – £291.60
 - iii. *K Wilde* – Replacement cheque for cheque no. 100657 lost in clearing – £243.00
 - iv. *K Wilde* – Replacement cheque for cheque no. 100658 lost in clearing – £31.80
 - v. *K Vickers* – Refund of Village Hall booking deposit – £20.00
 - vi. *Came & Company* – Annual insurance renewal 2020-21 – £338.40
 - vii. *M R L Astor* – Village Hall annual rent 2020-21 – £1.00
 - viii. *M R L Astor* – Play Area annual rent 2020-21 – £1.00
 - ix. *M Eagle* – Reimbursement for Zoom Video Communication fee – £14.39

- x. *K Wilde* – Annual office fee 2020-21 – £80.00
 - xi. *K Wilde* – Office expenses and reimbursements – £80.35
 - xii. *K Wilde* – Salary payments (May and June)
 - xiii. *Npower* – Village Hall electricity – Direct Debit – £61.81
26. To agree the time and date of meetings 2020-21:
- i. 7.30 pm on Tuesday 14th July 2020
 - ii. 7.30 pm on Tuesday 20th October 2020
 - iii. 7.30 pm on Tuesday 19th January 2021
 - iv. 7.30 pm on Tuesday 16th March 2021
 - v. 7.30 pm on Tuesday 20th April 2021 – Annual Parish Meeting
 - vi. 7.30 pm on Tuesday 18th May 2021 – Annual General Meeting
27. To note the time of meeting closure

To join the meeting

- **For internet access** please go to www.zoom.us and select the option 'Join a Meeting'
- **For telephone access** please call any one of the following telephone numbers:
0330 088 5830 / 0203 481 5237 / 0203 481 5240

Meeting ID

Regardless of how you choose to join the meeting, you will need to use the following the meeting ID:

889 3328 1740

Password

The password is available on request from the Parish Clerk until 6.00 pm on the day of the meeting via parishclerk@hatley.info.

It is recommended you join the meeting 'waiting room' just before 7.00 pm.