

Hatley Parish Council

Clerk to the Council: Nicola Pearce Monkswood, Hatley St George, SG19 3HP
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Dear Councillors

I hereby give you notice that **Hatley's Annual Parish Meeting** is due to be held on **Tuesday 31st May 2022 at 7.00 pm**. This meeting will be immediately followed by the **Annual General Meeting of the Parish Council**.

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.

Nicola Pearce

Nicola Pearce Clerk to the
Council
24th May 2022

Hatley's Annual Parish Meeting

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 4th May 2021
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
 - iii. Hatley Village Hall
 - iv. Hatley Website group
6. To receive reports from the County and District Councillors
7. To receive the Parish Council's audited accounts for the year ended 31st March 2022
8. To receive questions from the public
9. To agree the date and time of the next Annual Parish Meeting
10. To note the time of meeting closure

The Annual Parish Meeting will be immediately followed by the

Annual General Meeting of Hatley Parish Council

AGENDA

1. To elect the Chair for 2022-2023
2. To elect the Vice Chair 2022-2023
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 Meeting held on 15th March 2022
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 (a individual member of the public shall not speak for more than 3 minutes) (*Questions relating to items not on the agenda shall not require a response or discussion until the following meeting*)
10. Rob Payne to present impact of change from Luton Airport restocking flight path
11. Climate Action group update
12. Neighborhood watch update
13. To receive updates on local planning applications
14. To consider updates or decisions for a Local Highways Improvement application to reduce the speed limit in Hatley St George to 30 mph
15. Update on Notice Boards
16. Reply from SCDC about archaeological surveys
17. To receive inspection report relating the Defibrillator
 - i. Defib training
18. To consider any matters relating to the Village Hall Toilet project
19. To consider any matters relating to the Village Hall
 - i. Consider a hire fee increase as a result of the updated facilities.
20. Village play area:
 - i. To agree the monthly inspection rota for 2022-2023
 - ii. Update on goal posts for playing field
 - iii. To review and approve the statutory documents:
 - iv. Standing Orders
 - v. Financial Regulations
 - vi. Code of Conduct
 - vii. Risk Assessment
 - viii. Assets Register
 - ix. 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 review the annual accounts for the year ended 31st March 2021
 - i. To reconcile the bank statement with payments and receipts, including Petty Cash, for the period January to March 2022
 - ii. To receive an update on the undertaking of the internal audit by LGS Services
 - iii. To consider and approve the Annual Governance Statement 2022-2023
 - iv. To consider and approve the Accounting Statements 2022-2023
24. To consider payments for approval (*amount to be confirmed during the meeting):
 - i. *LGS Services – Annual internal audit**
 - ii. *N Pearce – Salary payments (May and June)*
 - iii. *Ridgeons Building Services – Toilet project costs £1841.01*
 - iv. *Reimbursement of £57 to N Pearce for toilet bins*
 - v. *Reimbursement of £30 to N Pearce for window cleaning*
 - vi. *Abacus Oil £120 for Boiler Service*
 - vii. *Fire and Safety Solutions £51.60*
 - viii. *Final Payment to John Wright £1428.50*
 - ix. *Flinders & Sons Electrical £2031.36*
25. To agree the time and date of meetings 2022-2023:
 - i. 7.30 pm on Tuesday 19th July 2022
 - ii. 7.30 pm on Tuesday 18th October 2022
 - iii. 7.30 pm on Tuesday 17th January 2023
 - iv. 7.30 pm on Tuesday 14th March 2023
 - v. 7.00 pm on Tuesday 16th May 2023 (Annual Parish Meeting followed by the Annual General Meeting of the Parish Council)
26. To note the time of meeting closure