

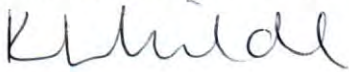
# Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG  
Tel: 07591 346835 Email: parishclerk@hatley.info www.hatley.info

## MEETING NOTICE

Dear Sir / Madam

I hereby give notice of the **Hatley Annual Parish Meeting due to be held at 7.00pm on Tuesday 21st May 2024 in Hatley Village Hall, followed immediately by the Annual General Meeting of Hatley Parish Council.** All members of the Parish 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.



K Wilde  
Clerk and RFO to the Council  
16th May 2024

### ANNUAL PARISH MEETING

#### AGENDA

1. Welcome by the Vice Chair of the Parish Council
2. To receive apologies for absence
3. To accept the Minutes of the Annual Parish Meeting held on Tuesday 16th May 2023
4. To consider any matters arising
5. To receive the annual report from the Chair of Hatley Parish Council
6. To receive the following parish reports:
  - i. Hatley St George Church
  - ii. St Denis Church Local Nature Reserve Management Group
  - iii. Hatley Village Association
  - iv. Speedwatch
  - v. Defib Group
  - vi. Beating the Bounds
  - vii. Hatley Village Hall
7. To welcome guest speaker Mark Fitzpatrick to share details of the Gamlingay and Hatley Swift Project
8. To receive reports from the County and District Councillors
9. To receive the Parish Council's unaudited accounts for the year ended 31st March 2024

#### PAYMENTS AND RECEIPTS ACCOUNT

	<u>2022/2023</u>	<u>2023/2024</u>
Balance brought forward	£24,719	£12,767
Add total receipts	£11,449	£12,386
Less total payments	(£23,401)	(£9,205)
<b>Balance carried forward</b>	<b>*£12,767</b>	<b>* £15,948</b>

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

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## BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31ST MARCH 2024

	<u>2022/2023</u>	<u>2023/2024</u>
Current Account	£13,851.80	£16,145.91
Plus: Petty Cash held	£30.30	£63.06
Less: Uncleared cheques	(£50.00)	(£260.80)
	(£50.00)	
	(£75.00)	
	(£57.00)	
	(£240.20)	
	(£215.15)	
	(£75.00)	
	(£34.00)	
	(£317.86)	
<b>Balance</b>	<b>*<u>£12,767.89</u></b>	<b>*<u>£15,948.17</u></b>

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

10. To receive questions from electors
11. To agree the date and time of the next Annual Parish Meeting
12. 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 2024/25
2. To elect the Vice Chair 2024/25
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 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 19th March 2024
8. To consider any Matters Arising
9. To open the meeting to electors 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. Each elector can speak for a maximum of 3 minutes only)*
10. Financial review and annual audit for the year ended 31st March 2024:
  - i. To reconcile the bank statement with the cashbook, including Petty Cash, to 31st March 2024
  - ii. To approve the Asset Register as at 31st March 2024
  - iii. To resolve to declare Hatley Parish Council as an exempt authority for the financial year 2023/24 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
  - iv. To consider and approve the Annual Governance Statement 2023/24
  - v. To consider and approve the Accounting Statements 2023/24
  - vi. To receive the Internal Auditor's report and recommendations for 2023/24

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11. To consider insurance quotations
12. To consider the membership and DPO renewal with CAPALC
13. To consider the following payments for approval:
  - i. *K Wilde* – Overtime payment March 2024
  - ii. *HMRC* – PAYE March 2024 overtime
  - iii. *Information Commissioner* – Data Protection Annual Fee - £35.00
  - iv. Insurance renewal 2024/25 – payee/amount to be confirmed (agenda item 11.)
  - v. *CAPALC* – Membership and DPO renewal fee 2024/25 – £232.72
  - vi. *M R L Astor* – Village Hall annual rent 2024/25 – £1.00
  - vii. *M R L Astor* – Play Area annual rent 2024/25 – £1.00
  - viii. *Playsafety Ltd* – RoSPA Inspection of the Play Area – £93.60
  - ix. *K Wilde* – Reimbursement for office stationery and printer ink cartridges – £102.44
  - x. *K Wilde* – Reimbursement for external hard drive – £39.99
  - xi. *K Wilde* – Reimbursement for Village Hall heating oil – £364.80
  - xii. *K Wilde* – Annual office fee 2024/25 – £100.00
  - xiii. *K Wilde* – Salary payments April, May and June 2024
  - xiv. *HMRC* – PAYE payments April, May and June 2024
  - xv. *O2* – Mobile phone to 01.03.24 to 30.04.24 (Direct Debit) – £58.73
  - xvi. *e.on Next* – Village Hall electricity 01.01.24 to 31.03.24 (Direct Debit) – £89.73
14. 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
15. To review and approve existing 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
  - viii. Freedom of Information Policy
16. To receive the completed annual Risk Assessment report and consider recommendations
17. Village play area:
  - i. To receive the RoSPA annual report and consider recommendations
  - ii. To agree the monthly inspection rota for 2024/25
  - iii. To discuss other matters or action required
18. Village Hall:
  - i. To receive the annual fire assessment report
  - ii. To receive a summary of recent hire, income and future bookings
  - iii. To receive an update on the Wi-Fi installation and agree payment by Direct Debit for future BT's invoices
  - iv. To consider any other matters relating to the Village Hall
19. Hatley Village Association:
  - i. To consider revisions to the HVA Terms of Reference
  - ii. To receive details of the HVA's payments, receipts, balance and stock held
  - iii. To receive details of cash to be banked and the cash float to be held
  - iv. To consider other matters relating to the HVA

20. Highways and Speeding:
  - i. To receive an update on the Local Highways Improvements application
  - ii. To consider any matters relating to the Speed Monitoring Sign
21. Public Access Defibrillator:
  - i. To receive the updated record book
  - ii. To consider any other matters
22. To receive updates on local planning applications (if applicable)
23. Climate Action:
  - i. To consider Cambridgeshire County Council's fully funded offering to install Electric Vehicle Charging Infrastructure
  - ii. To receive any other updates
24. To consider any correspondence received
25. To agree the time and date of meetings 2024/25
26. To note the time of meeting closure