

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, SG19 3LG
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MEETING NOTICE

Dear Sir/Madam/Councillors

I hereby give notice of the **Hatley Annual Parish Meeting** due to be held at 7.00pm on Tuesday 19th May 2026 in Hatley Village Hall.

This will be immediately followed 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 this meeting, as set out hereunder.

All members of the public are welcome to attend both meetings.

K Wilde

K Wilde
Clerk to the Council
14th May 2026

ANNUAL PARISH MEETING

AGENDA

1. Welcome by Parish Council Members
2. To accept the Minutes of the Annual Parish Meeting held on Tuesday 20th May 2025
3. To consider any matters arising
4. To receive the following parish reports:
 - i. Hatley Parish Council
 - ii. Speedwatch Group
 - iii. Defibrillator Group
 - iv. Hatley Village Hall
 - v. Hatley Village Association
 - vi. Website Group
 - vii. Climate Action Group
 - viii. Hatley St George Church
 - ix. St Denis Church Local Nature Reserve Management Group
 - x. Neighbourhood Watch
5. To receive any updates on community events
6. To receive annual reports from the County and District Councillors
7. To receive the Parish Council's unaudited accounts for the year ended 31st March 2026

PAYMENTS AND RECEIPTS ACCOUNT

	<u>2024/2025</u>	<u>2025/2026</u>
Balance brought forward	£15,948	£16,169
Add total receipts	£11,390	£11,749
Less total payments	(£11,169)	(£11,105)
Balance carried forward	*£16,169	* £16,813

**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 2026

	<u>2024/2025</u>	<u>2025/2026</u>
Current Account	£16,518.64	£17,241.08
Plus: Petty Cash held	£57.12	£222.34
Less: Uncleared cheques	(£49.38)	(£45.00)
	(£62.70)	(£132.15)
	(£276.60)	(£33.00)
	(£18.50)	(£352.20)
		(£88.20)
Balance	<u>*£16,168.58</u>	<u>*£16,812.87</u>

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

8. To receive questions from electors
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 2026/27
2. To elect the Vice Chair for 2026/27
3. To receive apologies for absence
4. To record the signing of the Acceptance of Office by all Council Members following the uncontested election on 7th May 2026
5. To record the signing of the Acceptance of Office by the Chair and Vice Chair
6. To receive the Registration of Interests from all Councillors
7. To receive and consider dispensation applications for items on this agenda
8. To approve and sign the Minutes of the Ordinary Meeting held on 17th March 2026
9. To consider any Matters Arising
10. 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)
11. Financial review and annual audit for the year ended 31st March 2026:
 - i. To reconcile the bank statement with the cashbook, including petty cash, to 31st March 2026
 - ii. To consider and approve the Transparency Code documents to 31st March 2026
 - iii. To consider and approve the Assets Register as at 31st March 2026
 - iv. To resolve to declare Hatley Parish Council as an Exempt Authority for the financial year 2025/26 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
 - v. To consider and approve the Annual Governance Statement for 2025/26
 - vi. To consider and approve the Accounting Statements for 2025/26
 - vii. To receive the Internal Auditor's report and recommendations for 2025/26
 - viii. To receive an update on the Hatley Village Association account
12. To receive the completed annual Risk Assessment report and consider recommendations
13. To consider the annual renewal of the insurance policy with Zurich Municipal

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14. To consider the following payments for approval:
 - i. *K Wilde* – Overtime payment March and April 2026
 - ii. *HMRC* – PAYE for overtime payments March and April 2026
 - iii. *Zurich Municipal* – Insurance renewal 2026/27 – £348.71
 - iv. *M R L Astor* – Village Hall annual rent 2026/27 – £1.00
 - v. *M R L Astor* – Play Area annual rent 2026/27 – £1.00
 - vi. *M R L Astor* – Village Hall water rates 03.03.25 to 18.12.25 – £72.62
 - vii. *K Wilde* – Reimbursement for Cloud Next annual domain hosting fees – £127.18
 - viii. *K Wilde* – Reimbursement for office stationery and Village Hall supplies – £116.41
 - ix. *K Wilde* – Annual office fee 2026/27 – £100.00
 - x. *K Wilde* – Reimbursement for debit card payment to HMRC for a corrected PAYE amount (April 2026) – £91.51 * and to also note the cancellation of related cheque number 101032 for £88.00
 - xi. *K Wilde* – Salary payments May and June 2026
 - xii. *HMRC* – PAYE payments May and June 2026
 - xiii. *The Kintribe Ltd* – Village Hall window cleaning – £25.00 petty cash
 - xiv. *Information Commissioner* – Data Protection Annual Fee (Direct Debit) - £47.00
 - xv. *O2* – Mobile phone contract (Direct Debit) – 13.04.26 £23.84 and 14.05.26 £25.67
 - xvi. *BT* – Village Hall broadband (Direct Debit) – 23.04.26 £53.94
 - xvii. *Octopus Energy* – Village Hall electricity (Direct Debit) – 09.04.26 £14.12 and 13.05.25 £12.92
15. To review and approve the statutory documents:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Risk Assessment
16. 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
 - ix. I.T. Policy
17. To advertise to fill by co-option the two vacant seats on the Parish Council
18. Village play area:
 - i. To note the postponement of the RoSPA annual inspection
 - ii. To receive an update on the embankment slide
 - iii. To agree the rota for monthly inspections 2026/27
 - iv. To discuss other matters or action required
19. Village Hall:
 - i. To receive the annual fire assessment report
 - ii. To record the replenishment of first aid items
 - iii. To consider any other matters relating to the Village Hall
20. Highways and Speeding:
 - i. To consider any updates or matters relating to Speedwatch
 - ii. To consider any updates or matters relating to the speed monitoring sign
21. Public Access Defibrillator:
 - i. To receive the updated record book
 - ii. To note registration to 'The Circuit' and its online reporting

22. To receive any local planning updates
23. To consider any matters relating to the Website
24. To receive an update and minutes for the Climate Action Group
25. To consider the East West Rail Consultation
26. To consider any correspondence received
27. To agree the time and date of meetings 2026/27
28. To note the time of meeting closure

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