

HEMINGFORD ABBOTS PARISH COUNCIL

Annual Meeting of the Parish Council to be held on Wednesday 9th May 2018 at 7:45 pm at the Hemingford Abbots Village Hall

Parish Clerk – Mrs Carole Pollock, 5 Gore Tree Road, Hemingford Grey, Cambridgeshire PE28 9BP

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Mrs C Pollock - Clerk to Hemingford Abbots Parish Council
2nd May 2018

MEMBERS: 5 QUORUM: 3

AGENDA

- 1 **Election of Chairman**
- 2 **Election of Vice-Chairman**
- 3 **Declaration of acceptance of office of Chairman**
- 4 **Minutes of the previous meeting**
To approve as a correct record the Minutes of the meetings held on the 25th April 2018.
- 5 **Review of the ToR of the Personnel Committee**
- 6 **Nominations to the Personnel Committee**
- 7 **Appointment of Data Protection Officer**
- 8 **Review and confirmation of the Council's**
 - a **Standing Orders**
 - b **Financial Regulations**
 - c **Representation on external bodies and arrangements for reporting back**
 - d **Inventory of assets**
 - e **Risk Assessment and arrangements for insurance cover in respect of all insured risks**
 - f **Complaints Procedure**
 - g **Procedures for handling requests made under the Freedom of Information Act 2000**
 - h **Press and Media Policy**
 - i **Grievance Procedure**
 - j **Code of Conduct**
 - k **Dispensations Procedure**
 - l **Training Statement of Intent**
 - m **Voluntary and Community Sector Grants Policy**
 - n **Retention of Documents and Records**
 - o **Data Protection and Compliance Failure Policy**
 - p **Information Protection Policy**
 - q **Information Security Incident Policy**
 - r **Social Media and Electronic Communication Policy**
 - s **Removable Media Policy**
 - t **Membership of other Bodies - CAPALC, CPRE and SLCC**

- 9 Setting of the dates, times and places of Ordinary Meetings of the Council for the year 2018/19**
- 10 To receive and approve Apologies for Absence**
- 11 Councillors' Declaration of Disclosable Pecuniary and Other Interests**
To receive Declarations of Disclosable Pecuniary and Other Interests from members, as set out in Chapter 7 or the Localism Act 2011 and the nature of those interesting relating at any Agenda item.
- 12 Public Participation Session**
Parishioners are permitted to make representations, answer questions and give evidence in respect of any item of business included in this Agenda.
- 13 Matters Arising from the previous meeting**
- 14 Planning**
- a Outstanding Matters**
 To receive a report on the status and progress
- b Application determined by HDC**
 To note the outcome
- c Applications awaiting determination by HDC**
 To note the outcome
- d New Applications**
 To determine the response to the statutory consultation
- 15 Village Maintenance and Repairs**
 To consider what areas of maintenance and repairs are needed to be carried out in the village.
- 16 Highway Faults, Repairs and Issues**
 To consider and review outstanding and current highway faults, repairs and issues
- 17 Financial Matters**
- a** To review the 2017/18 Internal Audit
- b** To agree, certify and sign the 2017/18 Certificate of Exemption (AGAR 2017/8)
- c** To agree and sign the 2017/18 Annual Return Section 1 (Annual Governance Statement)
- d** To agree and sign the 2017/18 Annual Return Section 2 (Accounting Statements) and approve 2017/18 Financial Statements.
- e** To approve accounts for payment on the 30th May 2018:
- | | | | |
|-----------|------------------|----------------------|----------|
| i | Clerk's salary | For May 2018 and add | |
| | | April 2018 hours | £ 503.93 |
| ii | Clerk's expenses | May 2018 Office Exps | £ 26.00 |
- f** To note the following receipts
- | | | | |
|----------|-----|-----------------|------------|
| i | HDC | Precept 2018-19 | £18,250.00 |
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- 18 Correspondence**
 To note correspondence received
- a** Email: HPMF Agenda and Minutes
- b** Email: CCC Bulletins, News Releases & Briefings
- c** Email: CCC – Hunts Forum Newsletters, Bulletins
- d** Email: CAPALC/NALC Newsletters/Bulletins/Corrections
- e** Email: CPRE Newsletters
- f** Email: A14 Cambridge-Huntingdon Updates
- 19 Publications Received**
- 20 Matters for Future Consideration**