

NOTICE OF THE ANNUAL MEETING OF HAGWORTHINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the Annual Meeting of Hagworthingham Parish Council will be held in JJ's Cafe on **Monday 20 May 2024 commencing at 7.30 p.m.**, at which the under mentioned business will be transacted.

Susan Archibald

Susan Archibald
Clerk to Hagworthingham Parish Council

Dated: 14 May 2024

AGENDA

1. To elect a Chairman and to sign Chairman's Declaration of Acceptance of Office
2. To elect a Vice-Chairman and to sign Vice-Chairman's Declaration of Acceptance of Office
3. Apologies for absence and reasons given
4. Declarations of Disclosable Pecuniary Interest in accordance with the Localism Act 2011 not previously notified and/or consideration of any written request for Dispensation
5. Notes of the meeting of the Council held on Monday 8 April 2024 to be approved as Minutes and signed by the Chairman
6. To receive the notes of the Annual Parish Meeting held on Monday 8 April 2024
7. Public Forum

To suspend the meeting for a short time to receive reports of County and District Councillors and the Police and any questions from the public, as appropriate.
8. Co-Option to Vacant Seat

To consider any valid nomination to fill the current vacant seat by co-option.
9. To review and approve the insurance arrangements for 2024/25
10. To consider and review the Asset Register
11. To review the Risk Assessment and decide upon necessary amendments/updates
12. To review Standing Orders and Financial Regulations and approve amendments/updates as necessary
13. Timetable of Meetings for 2024/25

Members are asked to consider and approve a Timetable of Meetings for 2024/25, suggested dates are as follows:

- 1 July 2024
- 2 September 2024
- 14 October 2024
- 25 November 2024 (to commence at 7.00 p.m.)
- 13 January 2025 (to commence at 7.00 p.m.) (will only be held if necessary)
- 24 February 2025 (to commence at 7.00 p.m.)
- 7 April 2025 (preceded by the Annual Parish Meeting at 7.00 p.m.)

Annual Meeting 19 May 2025

Meetings are on a Monday and usually commence at 7.30 p.m., except where shown above commencing at 7.00 p.m. during the winter months.

14. Provision of a second defibrillator for the village

To consider and decide upon the provision/siting/ongoing maintenance of a second defibrillator for the village, to be sited on Manor Road, with total costings c.£3,600, and current pledged donations towards the initial purchase of £1,500.

15. Financial Matters

- (a) Monies at Bank
- (b) To approve payment of outstanding invoices
- (c) To formally approve the accounts for the year ended 31 March 2024
- (d) To receive the report of the Internal Auditor
- (e) To approve the Annual Governance Statement in the Annual Return for the year ended 31 March 2024
- (f) To approve the Accounting Statement in the Annual Return for the year ended 31 March 2024
- (g) To resolve that the Chairman and the RFO sign the Certificate of Exemption to certify the Parish Council as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

16. To receive reports from Councillors relating to outstanding projects

To receive reports from Members relating to outstanding projects and requests for matters to be placed on the next agenda. No resolutions may be passed under this item.

17. To receive reports from the Clerk in relation to Council matters

18. To receive general correspondence

19. To confirm the date of the next meeting of the Council

The date of the next ordinary meeting of the Council is proposed as Monday 1 July 2024 to commence at 7.30 p.m.