

# 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 19 May 2025 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: 13 May 2025

## 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 14 April 2025 to be approved as Minutes and signed by the Chairman
6. To receive the notes of the Annual Parish Meeting held on Monday 14 April 2025
7. Public Forum  
  
To suspend the meeting for a short time to receive reports of County and District Councillors and any questions from the public, as appropriate.
8. Co-Option to Vacant Seats  
  
To consider any valid nominations to fill the two current vacant seats by co-option.
9. To review and approve the insurance arrangements for 2025/26
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 2025/26

**Members are asked to consider and approve a Timetable of Meetings for 2025/26, suggested dates are as follows:**

- 7 July 2025
- 1 September 2025
- 13 October 2025
- 24 November 2025 (to commence at 7.00 p.m.)
- 12 January 2026 (to commence at 7.00 p.m.) (will only be held if necessary)
- 23 February 2026 (to commence at 7.00 p.m.)
- 13 April 2026 (preceded by the Annual Parish Meeting at 7.00 p.m.)

Annual Meeting 18 May 2026

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. Community Speedwatch**

To review responses to appeal for volunteers and decide how to proceed.

**15. Litter Picking**

To review responses to appeal for volunteers and decide how to proceed.

**16. Grass Cutting**

To review the strimming requirements of benches around the village.

**17. 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 2025
- (f) To approve the Accounting Statement in the Annual Return for the year ended 31 March 2025
- (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

**18. 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.

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

**20. To receive general correspondence**

**21. 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 7 July 2025 to commence at 7.30 p.m.