

Heath Hayes & Wimblebury Parish Council

You are hereby summoned to the Annual Meeting of the Parish Council

To be held on Wednesday 8th May 2024
Commencing at 6.30pm
At Hayes Green Community Centre

AGENDA

05/24/17.0 Election of Chair for the 2024/25 Municipal Year

05/24/17.1 Signing of declaration of acceptance of Office of Chair

05/24/18.0 Election of Vice Chair for the 2024/25 Municipal Year

05/24/18.1 Signing of declaration of acceptance of Office of Chair

05/24/19.0 Apologies

To consider and approve the apologies.

05/24/20.0 To Approve the Minutes of the meetings held on the 3rd April 2024

Attachment (1)

05/24/21.0 Declarations of Interest Personal and Pecuniary

05/24/22.0 Public Participation

Residents are invited give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chair. Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk at least 8hrs before the meeting. Members of the public may not take part in the Council meeting itself.

A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, however, as a matter of courtesy the Chair should be advised before any recording takes place.

05/24/23.0 Chair's Announcements & County Council's update

05/24/24.0 To agree Meeting Dates for the 2024/25 Municipal Year

Council to agree Meeting Dates for the 2024/25 Municipal Year.

Attachment (2)

05/24/25.0 To agree Committees and Members for the 2024/25 Municipal Year

05/24/25.1 Planning

05/24/25.2 Events, Christmas Lights Youth & Community

05/24/25.3 Open Spaces & Sustainability Issues

05/24/25.4 Audit & Governance

Representatives

05/24/25.5 District Council Standards Sub-Committee

Clerk: *Mrs Sue Buxton* Dated: 1st May 2024

Hayes Green Community Centre, Heath Way, Heath Hayes
Phone: 07951409707 Email: clerk@hhandw.org.uk

05/24/26.0 Council to review and approve Policies:

05/24/26.1	Financial Regulations	Attachment (3)
05/24/26.2	Standing Orders	Attachment (4)
05/24/26.3	Code of Conduct	Attachment (5)
05/24/26.4	Asset Register	Attachment (6)
05/24/26.5	Financial Risk Assessment	Attachment (7)
05/24/26.6	Health & Safety Policy	Attachment (8)
05/24/26.7	Lone Working Policy	Attachment (9)
05/24/26.8	Privacy Notice for Staff, Councillors & Role Holders	Attachment (10)
05/24/26.9	General Privacy Notice for the Public	Attachment (11)
05/24/26.10	Data Breach Policy	Attachment (12)
05/24/26.11	Co-Option Policy - amended	Attachment (13)
05/24/26.12	Equal Opportunity Policy	Attachment (14)
05/24/26.13	Safeguarding Children & Adults Policy Statement	Attachment (15)
05/24/26.14	Disciplinary Procedure	Attachment (16)

05/24/27.0 Clerks Report

Council to note clerks report & correspondence.	Attachment (17)
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05/24/28.0 Police Report

Council to note Police Report.	Attachment (18)
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05/24/29.0 Income & Payments

Council to note payments since the last report that had been authorised by the audit and governance committee and monthly finance report.	Attachment (19)
05/24/29.1 Council to note the bank reconciliation.	Attachment (20)
04/24/29.2 Council to note the VAT amount to be reclaimed for January-March	Attachment (21)

05/24/30.0 Annual Governance Statement & Return**Council to note and approve:**

05/24/30.1 The Internal Auditor's Report for 2023/24	Attachment (22)
05/24/30.2 To review the Annual Governance Statement as part of the Annual Return 2023/24 Section 1 and consider the responses required.	Attachment (23)
05/24/30.3 To approve the Annual Return for 2023/24 Section 2, Accounting statements 2023/24	Attachment (24)
05/24/30.4 Notice of appointment of date for the exercise of public right accounts for the year ended 31 st March 2024	Attachment (25)
05/24/30.5 Annual Return Bank Reconciliation	Attachment (26)
05/24/30.6 Annual Return significant variance and contact details	Attachment (27)
05/24/30.7 Appointment of Internal Auditor	
Council to agree Kim Squires as the Council's Internal Auditor for the Financial Year 2024/25	

05/24/31.0 Planning Committee

Council to note the planning applications authorised by the planning committee.	Attachment (28)
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05/24/32.0 Events Committee Meeting

Council to approve the minutes from the events committee meeting on Wednesday, 17th April 2024

Attachment (29)

05/24/33.0 Local Plan Update

Council to receive an update.

05/24/34.0 Items for Information or Future Agendas

05/24/35.0 Date of Next Meeting - Council Meeting Wednesday, 12th June 2024

Clerk: *Mrs Sue Buxton* Dated: 1st May 2024

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