

Heath Hayes & Wimblebury Parish Council

**You are hereby summoned to the Annual Meeting of the Parish Council
To be held on Wednesday 11th May 2022
Commencing at 7.30pm
At Hayes Green Community Centre**

A G E N D A

05/22/20.0 Apologies

To consider and approve the apologies.

05/22/21.0 To Approve the Minutes of the meetings held on the 6th April 2022

Attachment (1)

05/22/22.0 Declarations of Interest Personal and Pecuniary

05/22/23.0 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 Chairman. 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.

05/22/24.0 Chairman's Announcements & County Council's update

05/22/25.0 Election of Chairman for the 2022/23 Municipal Year

05/22/25.1 Signing of Declaration of Acceptances of Office of Chair

05/22/26.0 Appointment of Vice Chairman for the 2022/23 Municipal Year

05/22/26.1 Signing of Declaration of Acceptances of Office of Vice Chair

05/22/27.0 To agree Committees and Members for the 2022/23 Municipal Year

05/22/27.1 2021/22 Committee's & Representatives Attachment (2)

05/22/27.2 Planning

05/22/27.3 Events, Christmas Lights Youth & Community

05/22/27.4 Open Spaces & Sustainability Issues

05/22/27.5 Audit & Governance

Representatives

05/22/27.6 District Council Standards Sub-Committee

05/22/27.7 Wimblebury Community Association

05/22/28.0 Council to review and approve Policies:

05/22/28.1 Financial Regulations Attachment (3)

05/22/28.2 Standing Orders Amendment made 18f & 18g Attachment (4)

05/22/28.3 Code of Conduct Attachment (5)

05/22/28.4	Asset Register	Attachment (6)
05/22/28.5	Financial Risk Assessment	Attachment (7)
05/22/28.6	Health & Safety Policy	Attachment (8)
05/22/28.7	Lone Working Policy	Attachment (9)
05/22/28.8	Privacy Notice for Staff, Councillors & Role Holders	Attachment (10)
05/22/28.9	General Privacy Notice for the Public	Attachment (11)
05/22/28.10	Data Breach Policy	Attachment (12)
05/22/28.11	Covid-19 Risk Assessment	Attachment (13)
05/22/28.12	Covid-19 Checklist	Attachment (14)
05/22/28.13	Co-Option Policy	Attachment (15)
05/22/28.14	Equal Opportunity Policy	Attachment (16)
05/22/28.15	Safeguarding Children & Adults Policy Statement	Attachment (17)
05/22/28.16	Disciplinary Procedure	Attachment (18)

05/22/29.0 Clerks Report

Council to note clerks report & correspondence. Attachment (19)

05/22/30.0 Police Report

Council to note Police Report. Attachment (20)

05/22/31.0 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 (21)

05/22/31.1 Council to note the bank reconciliation.

Reserves Brought Forward 31 st March 2022	£53,636.45
Income	£68,006.09
Payments	£19,427.49
Balance 30 th April 2022	£102,215.05

05/22/32.0 Annual Governance Statement & Return

Council to note and approve:

- | | | |
|------------|---|-----------------|
| 05/22/32.1 | The Internal Auditor's Report for 2021/22 | Attachment (22) |
| 05/22/32.2 | To review the Annual Governance Statement as part of the Annual Return 2021/22 Section 1 and consider the responses required. | Attachment (23) |
| 05/22/32.3 | To approve the Annual Return for 2021/22 Section 2, Accounting statements 2021/22 | Attachment (24) |
| 05/22/32.4 | Notice of appointment of date for the exercise of public right accounts for the year ended 31 st March 2022 | Attachment (25) |
| 05/22/32.5 | Annual Return Bank Reconciliation | Attachment (26) |
| 05/22/32.6 | Annual Return significant variance and contact details | Attachment (27) |
| 05/22/32.7 | Appointment of Internal Auditor | |
- Council to agree A Toplis and K Squires as the Council's Internal Auditor for the Financial Year 2022/23

05/22/33.0 Planning Committee

Council to note the planning applications authorised by the planning committee and decisions received.
Attachment (28)

05/22/34.0 Open Spaces Committee Meeting

Council to approve the minutes from the open spaces committee meeting on Wednesday, 27th April 2022.
Attachment (29)

05/22/35.0 Events Committee Meeting

05/22/35.1 Council to approve the minutes from the events committee meeting on Wednesday, 27th April 2022. Attachment (30)

05/22/35.2 Event Management Plan Attachment (31)

05/22/35.3 Heath Hayes Park Plan Attachment (32)

05/22/35.4 Risk Assessment Attachment (33)

05/22/35.4 The Lighting of the Beacon, Thursday, 2nd June 2022, 9pm at Hayes Green Community Centre.

05/22/36.0 Tommy Figure

Insurance excess is £300, a new figure would cost £750, Tommy could be repaired. Council to decide whether to claim for a new figure or repair the existing figure.

05/22/37.0 Memorial to Mr M Doody

Heath Hayes Library do not wish to dedicate/memorialise a space in their premises to a particular individual, so have declined the memorial request. The library is a neutral space and an adaptable space, where no part of it is dedicated, this ensures neutrality or adaptability is in no way compromised.

05/22/38.0 Meeting Table

Council to decide whether to donate the table to Kingsmead School free of charge.

05/22/39.0 Land on Arthur Street

The land on Arthur Street had been cleared, Council to review quotes to top soil and turf the area.
Attachment (34)

05/22/40.0 Items for Information or Future Agendas

05/22/41.0 Date of Next Meeting - Council Meeting Wednesday, 8th June 2022 at 7.30pm