



## Notice of the Annual Meeting of Pillerton Hersey Parish Council

7:00 pm, Tuesday, 9 May 2023  
Church of St Mary, Pillerton Hersey, CV35 0QH.

Members of the public and press are invited to attend the annual meeting of the parish council. This will be followed by an ordinary parish council meeting at 7:30 pm.

Please note that the meeting may be recorded or filmed and that the council is unable to give any guarantee that members of the public will not be included. If this concerns you, please contact the clerk prior to the meeting. If you would like to record or film a meeting, we encourage you to contact the council in advance so that we can ensure the necessary arrangements are in place.

Alana Collis  
Clerk to the Council  
28 April 2023

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## AGENDA

### 1. Election of Chair

To elect the Chairman of the council and receive their declaration of acceptance of office.

### 2. Election of Vice Chair

To elect the Vice Chairman of the council

### 3. Acceptance of office

To receive the declaration of acceptance of office forms from the Chairman and Councillors.

### 4. Apologies

To receive apologies for absence

### 5. Declarations of Interest

To receive the Declaration of Interest Form from the Chairman and Councillors.

*Members are reminded that, unless they have been granted a dispensation, if they have a disclosable pecuniary interest in any matter as defined by regulations made by the Secretary of State they should declare and interest and may not participate in any discussion of or vote on the matter.*

### 6. Dispensations

To receive and consider granting any dispensation requests

### 7. Minutes of the previous meeting

To approve the minutes of the ordinary meeting on 14 March 2023.

# Pillerton Hersey Parish Council

clerk.pillertonherseyipc@outlook.com



## 8. Councillor roles

To appoint Councillor roles as follows:

- a) Finance
- b) Governance
- c) Planning
- d) Village green working group

9. To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.

## 10. Policies

To review and adopt policies and documents of the parish council.

- a) Code of Conduct
- b) Standing Orders
- c) Financial regulations
- d) Scheme of Delegation
- e) Publication Scheme
- f) Pre-planning application discussions protocol
- g) Document retention and destruction policy
- h) Complaints procedure and form
- i) Reserves policy
- j) Risk assessment

## 11. Assets and risk

To review and confirm:

- a) Asset register
- b) Arrangements for insurance cover in respect of all insurable risks
- c) Subscriptions of the council and/or staff to other bodies

## 12. Finance and Governance

- a) To resolve the appointment of the internal auditor for 2022/23
- b) To review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

## 13. Review of Poor's Allotment and appointments

- a) To receive and review the accounts for the year ended 31<sup>st</sup> December 2022
- b) To receive the Minutes of the Trustees Meeting on 7 December 2021 (as signed at the Trustees meeting on 28 November 2022)
- c) To receive the Draft Accounts for the year ended 31 December 2022 (to be approved and signed by the Trustees at their next meeting)
- d) To resolve to reappoint Trustees to the Poor's Allotment

14. Time and place of ordinary meetings for the remainder of 2023/24 including the next annual meeting of the parish council.

Ordinary meetings of the parish council are held at 7:00pm on the second Tuesday in the month.

Meetings already confirmed are:

- 11 July 2023, Church of St Mary, Pillerton Hersey
- 12 September 2023, Church of St Mary, Pillerton Hersey
- 14 November 2023, Pillerton Priors Village Hall, Pillerton Priors