



Notice of the Annual Meeting of Pillerton Hersey Parish Council

7:00 pm, Tuesday, 14 May 2024

Church of St Mary, Pillerton Hersey, CV35 0QH.

Members of the public and press are invited to attend the parish council meeting and are welcome to address the parish council on any items on the agenda during the public forum.

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
07 May 2024

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 12 March 2024.

8. Councillor roles

To appoint Councillor roles as follows:

- a) Finance
- b) Governance

Pillerton Hersey Parish Council

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- c) Planning
- d) Village green working group

9. To consider 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 – note updated NALC regulations published May 2024
- 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
- k) Community Grants policy (with application form)
- l) Equality and Diversity
- m) Health and Safety

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 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 31st December 2023
- b) To receive the Minutes of the Trustees Meeting on 28 November 2022 (as signed at the Trustees meeting on 29 November 2023)
- c) To receive the Draft Accounts for the year ended 31 December 2023 (to be approved and signed by the Trustees at their next meeting)
- d) To resolve to reappoint Trustee, Mrs M Fidler to the Poor's Allotment

14. Time and place of ordinary meetings for the remainder of 2024/25 including the next annual meeting of the parish council.

Ordinary meetings of the parish council are held at 7:00pm