



15/5/24

HINTON PARISH COUNCIL **NOTICE OF MEETING**

Members of Hinton Parish Council are summoned to the Annual Council meeting of Hinton Parish Council, which will be held on **Tuesday 21st May 2024, 7.15 pm at St Andrews Church Sharpness.**

Lesley Yeomans Jenkins
Clerk to the Council

OPEN FORUM - To include District & County Councilors reports

Opportunity for members of the public to raise issues with the Council (2 mins maximum PP) on any items relating to the agenda. Once the meeting has been opened, no further comment may be taken without the agreement of the Chairman.

- 1. To elect a Chair-** To elect the Chair of Hinton Parish Council-
To receive and accept the declaration of office for the Chair.
- 2. To elect Vice Chair-** To elect the Vice Chair of Hinton Parish Council
To receive and accept the declaration of office for the Chair
- 3. Apologies & Absence-** To receive apologies and note absence.
- 4. Declarations of interest & consider request for dispensations** to receive declarations from Councillors, any DPI 's (disclosable pecuniary interest or simply an interest termed a personal interest in the Code the Council adopted) relating to any items on the agenda for May 21st 2024. (Councillors should also remember that even if they do not stand to gain in any personal way, **also to be considered is the public's perception of whether a councillor might gain by being influenced or using influence in a personal capacity.**)
- 5. Minutes of the last meeting-** To confirm and sign the [minutes of the meeting](#) held on April 16th 2024(distributed by email & hand).
Cllr Jenkins would like to propose an amendment is made, Cllr Jenkins declared an interest in agenda item 4, and he also left the room when item 4 was discussed, this is missing from the minutes and Cllr Jenkins would like it added.



- 6. Minutes from Annual Parish Meeting-** To resolve the minutes from the annual parish meeting held 30th April 2024 are a true account of proceedings.
- 7. Committee Meetings -To note** the minutes from the Finance & Planning meeting held on 23rd April 2024.
- 8. Internal Audit- To receive and note** the Annual Internal Audit Report 2023/2024, and the recommendations.
- 9. Hinton Parish Council Accounts 2023/2024**
 - a) To receive and approve the Statement of accounts for Hinton PC.
 - b) To approve the Annual Government statement Section 1 on the annual return-Min ref LYJ24
 - c) To approve the accounting Statements Section 2 on the annual return, Minute ref LYJ2024
 - d) To note the RFO as set the dates for the 'period of exercise of public rights' in 2024 to be Monday 3rd June to Friday 12th July 2024
- 10. Representatives & Committee Members-** To appoint members to Standing Committees & Organizations- See attached list.
- 11. Council working documents**

To note that the following documents have been updated in 2023 and will be reviewed in **2025**

 - Code of Conduct March 2023
 - HPC Grievance Policy April 2023
 - HPC Complaints Policy April 2023
 - HPC Equality & Diversity March 2023
 - HPC Social Media Policy March 2023
 - HPC Retention policy June 2023
 - HPC Risk Management & Strategy Sept 2023
- 12. To note** the following documents will be updated this year-
 - HPC Co Option Policy
 - HPC Bullying and dignity at work
 - HPC Disciplinary policy
 - HPC Vexatious Policy
 - HPC Eye test & glasses policy
 - HPC Grants Policy

All council policies can be found on the [website](#)
- 13. Standing Orders - To note** they have been reviewed and no new legislation has been received to date.
- 14. Financial regulations- To note** New updated regulations have been received from NALC, the Clerk is hoping to have them ready for the June meeting.



15. To review & confirm assist register and to make sure that all assets are insured.

16. Insurance- To note the Council are entering their 2nd year with BHIB Clear Councils insurance.

17. Direct Debits- To receive & note five direct debits are set up for Hinton Parish Council- EE, Local Government Pension scheme, HMRC, ICO (Information commissioner's office) & Waterplus

18. Bank mandates- To receive and note the bank mandates. Cllr Fryer, Cllr Mills & Cllr Beard. These people are all signatories on the bank account.

19. To consider and resolve to adopt the General Power of competence
To confirm that the Council meets the requirements under statute to exercise the General Power of Competence (power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence, Localism Act 1972, ss.1-8):

- a) The number of members of the council that have been declared to be elected is equal to or greater than two-thirds of the total number of members of the council
- b) The clerk to the council holds the Certificate in Local Council Administration

20. To receive and note the Park report for W/C 13/05/2024

21. Clerks Report – To receive a verbal report from the Parish Clerk

22. Date of next meeting –To note the dates for the first committee meetings after this evening-

June 4th 2024 Planning & Finance 7.00pm (Agenda Items by noon 28th May 2024)
Full Council 18th June 2024 7.15 pm (Agenda items noon 5th June 2024)

23. To resolve that the public and press will be excluded from this item to progress a confidential matter

To receive an update on the Berkeley Burial Committee and to resolve to agree to the contribution of £2189.24

Hinton Parish Council is opposed to discrimination in any form and at all levels and is committed to take all steps within its power to counteract it.

We wish to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and to provide community leadership in promoting tolerance, understanding and respect.

Please note that this meeting may be recorded