

# HOTON PARISH COUNCIL

**To Cllrs Cassell, Isbister, Eady, Doherty, Dargie**

You are summoned to attend the meeting of Hoton Parish Council to be held via the Zoom virtual platform on Tuesday 4<sup>th</sup> May 2021 at 8:00 p.m. to transact the following business.

*Hellen Jarvis*

Mrs H Jarvis, Clerk to the Council

28 April 2021

## **Meeting of Hoton Parish Council Agenda**

- 1. To elect a chairman (and signing of the acceptance of office)**
- 2. To elect a vice-chairman**
- 3. To receive apologies for absence**
- 5. Declarations of interests:** disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, by parish councillors to items on the agenda.
- 6. To approve and sign the minutes of the parish council meetings held on 1 March, 8 March and 12 April 2021.**
- 7. To review the councillors' register of members' interests and update if required**
- 8. To co-opt a councillor for Hoton**
- 9. Borough Councillor's report**
- 10. County Councillor's report**
- 11. Questions and comments from members of the public (10 minutes)**
- 12. To review the powers delegated to the clerk**
- 13. To receive the quarterly inspection of the playing field report and agree any action arising**
- 14. To appoint a committee to manage Hoton Playing Field**
- 15. To approve the terms of reference and delegated powers for the Hoton Playing Field Committee**
- 16. To appoint councillor members to the Playing Field Committee**
- 17. To review the terms of reference for the Speed Reduction Working Party, the Mobile Phone Reception and Broadband Working Party, the Playing Field Working Party, the Village Improvement Working Party, the Burial Ground Working Party and the HGV Reduction Working Party**
- 18. To appoint members of:**
  - a) The speed reduction working party
  - b) The burial ground working party
  - c) The HGV reduction working party
  - d) The playing field working party
  - e) Mobile phone and broadband reception working party
  - f) The village improvement working party
- 19. To approve the revisions to the Standing Orders**
- 20. To review and adopt the Financial Regulations**
- 21. To review and adopt the Council's policies and procedures**
- 22. To review the Council's membership of other bodies and approve the cost of membership**

- 23. To appoint a representative to attend the Annual General Meeting of LRALC
- 24. To review the asset register and agree action on repairs
- 25. To review and confirm the arrangements for insurance cover
- 26. To agree the date, time and place of ordinary meetings of the full Council for the year ahead
- 27. To receive the clerk's report

**28. Business**

- a) To receive other councillors' reports – for information only
- b) To agree to the clerk carrying forward annual leave
- c) To agree the arrangements for monitoring the defibrillator

**29. Finance**

- a) To agree and sign the end of year bank reconciliation and Summary of Accounts for 2020/21
- b) Financial update
- c) To approve the forecast of receipts and payments to the year end
- d) To decide if the subscription to Zoom should continue
- e) To agree the payments due for the month

Clerk's salary – standing order (April)	£282.36
Clerk's expenses – standing order (April)	£15.00
Mrs H Jarvis (Lighthouse fee March)	£18.08
Mrs H Jarvis (Zoom fee March& April)	£28.78
Clerk's overtime (paid 11 March)	£238.92
M&BG Playing Field (March and April)	£420.00
Clerk's salary – standing order (May)	£282.36
Clerk's expenses – standing order (May)	£15.00
Mrs H Jarvis (Lighthouse fee April)	£18.23
M&BG Burial Ground	£60.00
Data Protection Fee	£40.00
LRALC & NALC membership	£182.56
LRPFA membership	£30.00
BHIB insurance	£428.31
Mrs H Jarvis - salary adjustment	£225.35
<b>Total</b>	<b>£ 2,284.95</b>

- 30. To agree items for the press release
- 31. To receive agenda items for the next meeting
- 32. The next meeting will be held on Monday 28<sup>th</sup> June 2021 at 8 p.m. in Hoton Village Hall

Members of the public are always welcome at meetings of the Parish Council. Instructions on how to join this meeting, online or by telephone, are available on our website, noticeboards or directly from the clerk. Please note that the public will only be allowed to speak during the part of the meeting allocated to questions from members of the public.