**To Cllrs Cassell, Doherty, Dargie, Girgis and Rathod**

You are summoned to attend the Annual Meeting of Hoton Parish Council on Monday 9th May 2022 at 8:00 p.m. to transact the following business.

Victoria Webster

Mrs V Webster, Clerk to the Council

**Hoton Parish Council Annual Meeting**

**Agenda**

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| **1.** | **To elect a chairman (and signing of the acceptance of office)** |
| **2.** | **To elect a vice-chairman** |
| **3.** | **To receive apologies for absence** |
| **4.** | **Declarations of interests:** disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, by parish councillors to items on the agenda. |
| **5.** | **To approve and sign the minutes of the parish council meetings held on 7th March 2022** |
| **6.** | **All Councillors to complete the new Register of Interests form** |
| **7.** | **Borough Councillor’s report** |
| **8.** | **County Councillor’s report** |
| **9.** | **Questions and comments from members of the public (10 minutes)** |
| **10.** | **To review the powers delegated to the clerk** |
| **11.** | **To receive the quarterly inspection of the playing field report and agree any action arising** |
| **12.** | **To review and adopt the Council’s policies and procedures**   1. Adopt the new Equality and Diversity Policy 2. Adopt the new Expenses Policy 3. Adopt the new Training and Development Policy |
| **13.** | **To appoint a representative to attend the LRALC Annual General Meeting** |
| **14.** | **To review the Asset Register and agree action on repairs** |
| **15.** | **To review and confirm the arrangements for insurance cover** |
| **16.** | **To agree the date, time and place of ordinary meetings of the full Council for the year ahead** |
| **17.** | **To receive the clerk’s report** |
| **18.** | **Business**   1. Discuss the Parish Council adopting the new Code of Conduct 2. Discuss and decide if the Parish Council should continue with the use of Lighthouse 3. Discuss who will now update the Strategic Plan (Cllr Eady was previously due to do this) 4. Receive an update on the Playing Field Funds £500 5. Discuss the resignation of Cllr Eady and his responsibilities 6. Discuss the Playing Field/Village tidy day 7. Discuss the road signs on Vine Tree Terrace/Loughborough Road junction 8. Approve the Grounds Maintenance Contract 9. Discuss the planting of a tree in memory of a resident 10. Discuss using an external payroll provider |
| **19.** | **Finance**   1. To agree and sign the end of year bank reconciliation and Summary of Accounts for 2021/22 2. Review expenditure under S1.37 3. Financial update for 2021/22 4. To approve the renewal of the Leicestershire & Rutland Playing Fields Association membership for 2022/23 5. To agree the payments due for the month |
| **20.** | **To make comments and agree action on the following planning applications:**  *(Those applications in italics are for information only)*   1. *P/21/2408/2 - Formation of first floor terrace/balcony to rear and access door, provision of roof glazing above kitchen and insertion of ground floor window to end gable of detached dwelling. No decision has been made yet.* 2. *P/22/0254/2 - Certificate of Lawful development for existing use of land/buildings for horses for recreational use. No decision has been made yet.* |
| **21.** | **To Receive Reports from Councillors** |
| **22.** | **Correspondence – Discuss and Agree responses to the following:**   1. Community Flood Warden 2. Members Highway Fund |
| **23.** | **To agree items for the press release** |
| **24.** | **To receive agenda items for the next meeting** |
| **25.** | **Date of the next meeting** |

Members of the public are always welcome at meetings of the Parish Council. 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.