



## HACKLETON PARISH COUNCIL

Clerk: Alison Benson

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**To all Parish Councillors:** You are hereby summoned to attend the **Annual Meeting** of Hackleton Parish Council to be held on **Tuesday 9<sup>th</sup> May 2022, 7.30pm, in The Annexe, Hackleton Village Hall** for the purpose of transacting the following business.  
**Members of the public and press are welcome to attend.**

(Please be aware that the meeting may be recorded either openly or covertly.)

**Signed:** *Alison Benson* **4<sup>th</sup> May 2023**

### Annual Meeting Agenda

<b>091/23</b>	<b>Election of Chairman</b>
<b>092/23</b>	<b>Election of Vice-Chairman</b>
<b>093/23</b>	<b>Welcome to new Councillor Wendy Blake</b>
<b>094/23</b>	<b>To receive apologies for absence</b>
<b>095/23</b>	<b>To receive and approve for signature the minutes of the Parish Council meeting 18<sup>th</sup> April 2023</b>
<b>096/23</b>	<b>To note any matters arising from the minutes of the last full meeting not included on this agenda (for report only)</b>
<b>097/23</b>	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda</b> (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)
<b>098/23</b>	<b>To receive any requests for dispensation</b> (Any requests for dispensation must be made in writing to the Proper Officer)
<b>099/23</b>	<b>Public Time</b> <b>a. Invitation to Unitary Councillor to provide updating report</b> <b>b. Invitation to public to address Council</b> (This session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given.)

100/23	<p><b>Policy and Procedure Review</b></p> <p><b>a. To review and re-adopt the following documents without amendment</b></p> <ul style="list-style-type: none"> <li>• Cemetery Regulations</li> <li>• Communication Policy</li> <li>• Complaints Procedure</li> <li>• Data Breach</li> <li>• Data Map</li> <li>• Data Protection Policies, Procedures &amp; Notices</li> <li>• Death of a Senior National Figure</li> <li>• Dignity at Work</li> <li>• Equal Opportunity Policy</li> <li>• Finance &amp; Governance Risk Assessment</li> <li>• Freedom of Information Policy</li> <li>• Grant Funding Policy</li> <li>• Grievance Procedure</li> <li>• Health &amp; Safety Policy</li> <li>• Internal Control Procedures</li> <li>• Litter Picking Risk Assessment</li> <li>• Lone Working Policy &amp; Guidance</li> <li>• Longland Meadow conditions of hire &amp; use</li> <li>• Privacy Notice</li> <li>• Records Retention Policy</li> <li>• Recreation Ground Conditions of hire &amp; use</li> <li>• Reserves Policy</li> <li>• Scheme of Delegation</li> <li>• Sickness &amp; Absence Policy</li> <li>• Training Statement of Intent</li> </ul> <p><b>b. To review and re-adopt the following policies with amendments as circulated</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Financial Regulations</li> <li>• Risk Assessment</li> </ul> <p><b>c. To appoint a working party of Councillors to review and update the Business Plan</b></p> <p><b>d. To request the Wildlife, Biodiversity &amp; Environment Working Party review and update the Wildlife, Biodiversity &amp; Environment Plan</b></p> <p><b>e. To approve new risk assessment for pesticide use and COSHH assessment template</b></p> <p><b>f. To review all risk assessments</b></p>
101/23	<p><b>To appoint members to the following committees/working parties/roles</b></p> <ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Internal Control Councillor(s)</li> <li>• Councillor to oversee Parish Mag' in conjunction with the Clerk</li> <li>• Longland Meadow Volunteers Group</li> <li>• Village Hall Representatives</li> <li>• Judith Willoughby Charity Representatives</li> <li>• Hackleton School Governor</li> <li>• Police Liaison Representative</li> <li>• Footpath Warden</li> <li>• To consider any other committees/working parties/roles</li> </ul>

<b>102/23</b>	<b>To receive an updating report from the Clerk</b>
<b>103/23</b>	<b>Finance &amp; Governance</b> <ol style="list-style-type: none"> <li>a. To review the Bank Mandate</li> <li>b. To review insurance requirements and renew insurance policy</li> <li>c. To approve the following direct debit mandates – Vodafone, NEST, CPRE, ICO, SSE, Trade UK, WAVE, Viking, Lloyds Corporate Card</li> <li>d. To ratify payments made out of meeting and approve payment of outstanding invoices/account</li> <li>e. To receive the report of the Internal Auditor for year ending 31<sup>st</sup> March 2023</li> <li>f. To review the effectiveness of internal control and risk management</li> <li>g. To receive accounting information including bank reconciliation for month 1 of 2023/24 financial year</li> </ol>
<b>104/23</b>	<b>Recreation Ground</b> <ol style="list-style-type: none"> <li>a. To consider a publicity campaign to remind residents of the times that they are permitted to use the Recreation Ground and to install signage</li> <li>b. To consider approaching Hags Ltd to design a seating area for outside the outdoor gym</li> </ol>
<b>105/23</b>	<b>Annual Parish Meeting 17<sup>th</sup> May 2022 6:30pm</b> <b>To finalise arrangements</b>
<b>106/23</b>	<b>Churchyard Plan</b> <b>To receive amended plan for approval</b>
<b>107/23</b>	<b>The Wombles</b> <b>To consider ways in which The Wombles could be given more support/recognition</b>
<b>108/23</b>	<b>Highways</b> <b>To consider purchasing a second Speed Indicator Device</b>
<b>109/23</b>	<b>Open Spaces</b> <ol style="list-style-type: none"> <li>a. To consider purchasing another dog waste bin for Horton</li> <li>b. To agree to commission an up-to-date tree survey of all trees on parish council land or which may impact parish council assets</li> </ol>
<b>110/23</b>	<b>To consider/ note the following updates/reports/correspondence</b> <ol style="list-style-type: none"> <li>a. Report from meeting with RAIN</li> <li>b. Fete/Funday 10<sup>th</sup> June 2023</li> </ol>
<b>111/23</b>	<b>Date of Next Meeting 7<sup>th</sup> June 2022</b> Members are requested to forward any items for the next full Council agenda to the Clerk by 30th May 2022