

Hopesay Parish Council

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. Members of the public and press are welcome to attend the meeting.

**THE ANNUAL MEETING of HOPESAY PARISH COUNCIL will be held at
Aston on Clun Village Hall at 7:30 pm on MONDAY 20th MAY 2024**

Signed by Clerk: Mrs Meg Gwilliam CiLCA

A G E N D A

1. **ELECTION of CHAIR**: To elect a Chair for the coming year and to receive their Declaration of Acceptance of Office
2. **ELECTION of VICE CHAIR**: To elect a Vice Chair for the coming year
3. **APOLOGIES FOR ABSENCE**: (*Attendance Register will be passed round*)
4. **DECLARATIONS OF INTEREST and written requests for dispensations**: to receive a) declarations of disclosable pecuniary interests; b) declarations of personal interests; c) to note outcome of any written dispensation requests
5. **MINUTES OF MEETINGS**: To resolve to approve as an accurate record the minutes of the parish council meeting held 22nd April 2024.
6. **REPRESENTATION on OUTSIDE BODIES**: Aston on Clun Village Hall Committee, to appoint/confirm a representative; SALC Area Committee, to confirm/appoint a representative.
7. **REVIEWS and SUBSCRIPTIONS**: Subscriptions to SALC and SLCC.

New Financial Regulations: To resolve to adopt the new national Financial Regulations.

Policies will be reviewed at council meetings throughout the year.
8. **UNITARY COUNCILLOR REPORT**: To receive a report from Unitary Councillors.
9. **PUBLIC PARTICIPATION**: To allow members of the public to address the meeting in relation to business to be transacted at the meeting (total session up to 15 minutes, up to 3 minutes per person)
10. **PLANNING**: No new applications received.
11. **CHAIR's REPORT**: To receive a report from the Chair.
12. **ACTIONS ARISING FROM THE ANNUAL PARISH MEETING**: To consider any actions that may be required as a result of the APM

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13. **ASTON GREEN**: To receive any updates. To consider and approve the purchase of verge markers with removeable posts (£550 + installation) or other measure to restrict unauthorised parking on Aston Green. Budget, CIL NF Parish Project.
14. **CORRESPONDENCE**: various correspondence incl letter from Steam and Vintage Fair organiser, and various bulletins and newsletters
Temporary parish road closures: None for the next month
15. **COMMUNITY SHOP**: To receive an update on the Community Shop future plans, for information only
16. **HOPESAY PARISH play equipment Working Group (standing agenda item)**: To receive updates on progress
17. **FINANCE**: To receive and accept the Finance report. To receive and accept a Bank Reconciliation.

INSURANCE: To resolve to approve the current Insurance company's renewal quote of £505.81p in the light of the significantly higher quote received from a competitor.

To resolve to approve invoices to pay: staffing costs £676.13p, Ditton Services grass cutting £333.40p, Insurance premium £505.81p, Bishop's Castle Building Supplies £257.63p, SALC annual affiliation fee £281.82p, Clerk expenses £7.99p (laptop soft case), SLCC reference book £142.50p (as agreed at April meeting).

18. **AGAR (Annual Governance and Accountability Return)**:
 - 1 To receive and note the Internal Auditor's report letter, and the completed, signed, and dated AGAR Annual Internal Audit Report. (page 3)
 - 2 to agree the assertions and formally **approve** the Annual Governance Statement (Page 4, Section 1), the Chair and Clerk to sign the completed form.
 - 3 to **approve** the Accounting Statements (Page 5, Section 2) previously prepared and signed by the RFO; the Chair to sign Section 2.
 - 4 to check that the relevant boxes in the External auditor Report (Page 6, Section 3) are correctly completed prior to submission.
 - 5 to note the dates set by the RFO for the exercise of public rights.
 - 6 to **resolve** to send copies of the completed AGAR, bank reconciliation, explanation of variances, and notification of the period for the exercise of public rights to the External Auditor;
 - 7 and to publish copies of the relevant documentation on Council's website by the due dates.

Once the External auditor has completed the limited assurance review and returned the completed AGAR, this and any other relevant documentation will be published on Council's website by the due dates.

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19. **CIL NEIGHBOURHOOD FUND PARISH PROJECT (standing agenda item)**: To receive updates.
20. **RISK REGISTER rolling review**: To review risks 1 and 1a.
21. **ASSETS REGISTER**: To delegate inspections of assets to councillors
22. **MEETINGS ATTENDED**: To receive brief reports of meetings or training attended.
23. **REPORTS of PARISHIONERS ISSUES, FUTURE AGENDA ITEMS**: For information or routine action by the clerk only. Matters requiring a Council debate / decision will be added to a future agenda
24. **NEXT MEETINGS**: Mondays 24th June, 15th July, 19th August 2024.