

# 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 19<sup>th</sup> MAY 2025**

*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. **COUNCILLORS ACCEPTANCES OF OFFICE**: To receive Declarations of Acceptance of Office, and to remind councillors to complete the new Interests form online if they have not already
5. **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
6. **MINUTES OF MEETINGS**: To **resolve to approve as an accurate record** the minutes of the parish council meeting held 28<sup>th</sup> April 2025.
7. **REPRESENTATION on OUTSIDE BODIES**: Aston on Clun Village Hall Committee, to appoint/confirm a representative; SALC Area Committee, to confirm/appoint a representative.
8. **REVIEWS and SUBSCRIPTIONS**: Subscriptions to SALC and SLCC.  
  
New Financial Regulations & Standing Orders: will be adopted at the June meeting  
  
Policies: will be reviewed at council meetings throughout the year.
9. **UNITARY COUNCILLOR REPORT**: To receive a report from Unitary Councillors
10. **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)
11. **PLANNING**: No new applications. **DECISION**: 24/04541/FUL, Engine and Tender Inn, Broome, Conversion of existing pub and outbuilding to residential units and associated works. **REFUSED**.
12. **CORRESPONDENCE**: various bulletins, newsletters, information sheets etc  
  
Temporary parish road closures: None received.

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13. **CHAIR's REPORT:** To receive a report from the Chair
14. **ENVIRONMENTAL MAINTENANCE GRANT:** To consider applying for the annual Environmental Maintenance Grant from Shropshire Council
15. **ASTON GREEN:** To discuss the offer from a Member of the Public to pay for a replacement apple tree in the Orchard.  
  
To consider and approve costs of restoring the Reed Bed dam and to agree that the costs would be met by the Silt Trap budget.  
  
To receive any other updates
16. **ARBOR TREE:** To discuss the details of the Convex Mirror installation request
17. **FINANCE:** To receive and accept the Finance report. To receive and accept a Bank Reconciliation. To approve new Bank Signatories and sign the form.  
  
Insurance: To resolve to accept the current Insurer's renewal quote of £514.75p  
  
To resolve to approve invoices to pay: staffing costs £741.24p, Ditton Services grass cutting £340.99p, Cllr Hartas APM expenses £49.43p, Community Shop APM refreshments £46.68p, SALC annual affiliation fee £319.11p, Insurance renewal £514.75p.
18. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR):** Provided the AGAR has come back from Internal Audit – if not this agenda item will be on the JUNE agenda:  
  
To receive and note the Internal Auditor's report letter, and the completed, signed, and dated AGAR Annual Internal Audit Report. 2 to agree the assertions and formally **approve** the Annual Governance Statement. 3 to **approve** the Accounting Statements previously prepared/signed by the RFO. 4 to **approve** the Certificate of Exemption if appropriate. 5 following approvals, the Chair and Clerk sign the relevant AGAR sections. 6 to note the dates set by the RFO for the exercise of public rights. 7 to sign and send off the Exemption Certificate or **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.
19. **TRAINING:** To approve Cllr Day attendance at 'Councillors Need to Know' on 22<sup>nd</sup> July (£40), and Cllr Johnson attendance at 'Councillors Need to Know' 10<sup>th</sup> June (£40) and 'Rules of Debate at Meetings' 4<sup>th</sup> June (£20) and 'Fundamentals' 8<sup>th</sup> September (£40).
20. **MEETINGS ATTENDED:** To receive brief reports not already given, of meetings or training attended.
21. **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
22. **NEXT MEETINGS:** Mondays 23<sup>rd</sup> June, 28<sup>th</sup> July, and 1<sup>st</sup> September 2025.