**PARISH OF HEMINGFORD ABBOTS**

**NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
I hereby give notice that a meeting of**

**HEMINGFORD PARISH COUNCIL will be held at 7.30 pm on TUESDAY 4 MAY 2021**

**To join the Zoom Meeting please use the link below, or email our Clerk:**

<https://zoom.us/j/97173114367?pwd=M0paakNWUGlqR1Z6Z0cveWh1cEZqQT09>

Meeting ID: 971 7311 4367 Passcode: 255069

**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.**

**Maxine Blewett**

Clerk to the Council 27 April 2021

MEMBERS: **6** QUORUM: 3

**AGENDA**

**14. Election of Chairman**

To elect a Chairman for 2021-2022

To receive Chairman’s Declaration of Acceptance of Office

**15. Apologies**

To receive and approve apologies for absence

**16. Election of Vice Chairman**

To elect Vice-Chairman for 2021-2022

**17. Meetings 2021-2022**

To agree dates of ordinary Parish Council Meetings for the coming year with all meetings commencing at 7.30pm unless otherwise stated:

26th May 2021, 28th June 2021, 26th July 2021, 27th September 2021, 25th October 2021, 22nd November 2021, 24th January 2022, 28th February 2022, 28th March 2022, 25th April 2022 and Wednesday 25th May 2022 at 7.00 pm for the Annual Parish Meeting followed by the Annual Parish Council Meeting at 7.30pm.

**18. Councillor’s Declaration of Disclosable Pecuniary and Other Interests**

To receive Declarations of Disclosable Pecuniary and Other Interests from members, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating at any Agenda item.

**19. Public Participation Session**

Open Forum. A maximum of 15 minutes is permitted for members of the public to address the Council. Members of the public may have up to three minutes each.

**20. Chair’s Report**

**21. Minutes of the previous meeting**

To approve as a correct record the Minutes of the meeting held on the 26 April 2021.

**22. Matters Arising from the previous meetings and reports from Clerk and Cllrs.**

**23. Parish Councillor’ areas of Responsibility and Representatives to outside bodies 2021-2022**

**24. Review and confirmation of Council Administration**

24.1 Policy & procedure document control

24.2 Standing Orders

24.3 Financial Regulations

24.4 Inventory of land and assets

24.5 Risk Assessment and arrangements for insurance cover in respect of all insured risks

24.6 Complaints Procedure

24.7 Freedom of Information Schedule

24.8 Freedom of Information Availability Schedule

24.9 Personnel Committee Terms of Reference

24.10 Grievance Procedure

24.11 Code of Conduct

24.12 Dispensations Procedure Guide

24.13 Training Statement of Intent

24.14 Voluntary and Community Sector Grants Policy

24.15 Retention of Documents and Records Policy

24.16 Data Protection and Compliance Failure Policy

24.17 Information Protection Policy

24.18 Information Security Incident Policy

24.19 Social Media and Electronic Communication Policy

24.20 Removable Media Policy

**25. Finance**

25.1 To confirm the Proper Officer

25.2 To confirm the Responsible Finance Officer

25.3 To confirm signatories for banking purposes

25.4 To agree the Internal Auditor for financial year 2021-2022

25.5 To confirm subscriptions for the year (CAPALC, CPRE, SLCC, Great Ouse Valley Trust, Parish Online)

**26. Agenda items for the next meeting**

*Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10 (2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion. Any business and payments to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.*

**27. Date of next Meeting**

Wednesday 26th May 2021 at 7.00 pm (Annual Parish Meeting)

Wednesday 26th May 2021 at 7.30 pm (May Parish Council Meeting)

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Chairman………………………………….Date………………..