HEMINGFORD ABBOTS PARISH COUNCIL

Notice of the Annual Meeting of the Parish Council

Time: 7 pm Date: Wednesday 29th May 2024.

Venue: Hemingford Abbots Village Hall, High St, Hemingford Abbots, PE28 9AH.

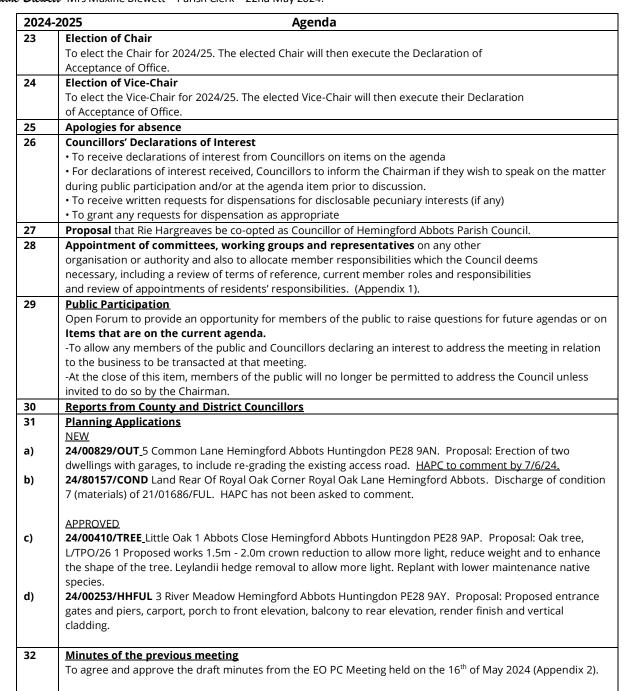
To All Members of the Council

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. Any member not able to attend should send their apologies in before the meeting.

Members: 5 Vacancy: 2 Quorum: 3

The meeting is open to members of the public (including the press), but it is not a public meeting.

Maxine Blewett Mrs Maxine Blewett – Parish Clerk 22nd May 2024.





33	To agree the dates and times of full council meetings						
	2024: 22nd April, 29th May (Annual Parish Council Meeting), 24th June, 22nd July, 23rd September, 21st						
	October and 25th November.						
	2025: 27th January, 24th February, 24th March.						
34	Administration						
a)	Policy and Procedure Review						
	Proposal to accept the recommendations/amendments made by Cllrs MW and the Clerk following a review						
	and of Statutory Documents, Policies and Procedures (Appendix 3).						
35	<u>Finance</u>						
a)	To approve the Bank Reconciliations for April 2024 (Appendix 4).						
b)	To receive and approve invoices for May (salaries and standing orders for payment as listed at the end of the						
	agenda). (Appendix 5).						
c)	To review and approve Section 1 'Annual Governance Statement 2023/24 of the Annual Governance						
	and Accountability Return (Appendix 6).						
d)	To review and approve Section 2 'Accounting Statements 2023/24 of the Annual Governance and						
	Accountability Return (Appendix 6).						
e)	To note: the dates set for the period of the Exercise of Public Rights (10 th June – 19 th July).						
f)	To note: HAPC's Internal Auditor (CAPALC) has been booked to carry out the IA on the 6 th June 2024.						
g)	To report and action: Two signatories to sign a declaration to remove Z. Ryall from the Unity Trust Bank						
	Accounts.						
36	Action Plan Updates						
37	Meetings / Training Attended						
38	To report: The Chair's report for 2023-2024 will be uploaded to the website under the Annual Parish Meeting						
	tab following the PC meeting. (Appendix 7).						
39	Matters for future consideration						
40	Closure of the Meeting						
41	Date of the next Meetings:						
	Monday 24 th June 2024 at 7 pm in the Village Hall, High Street, Hemingford Abbots PE28 9AH.						

Finance 35 (b)

May Payments presented for approval

BACS	4000	Staff Costs							
BACS	4020	HMRC							
BACS	4060	Working from home allowance							
BACS	4220	Bradgate Ground Maintenance	Grass Cutting @ £33.33 per cut 11th Grass Cutting @ £33.33 per cut 25th	£	66.00	£	13.20	£	79.20
BACS	4220	Bradgate Ground Maintenance	Grass Cutting @ £33.33 per cut 8th Grass Cutting @ £33.33 per cut 15th Grass Cutting @ £33.33 per cut 30th	£	99.00	£	19.80	£	118.80
				£	808.61	£	19.80	£	841.61
				~	000.01	~	13.00	~	041.01
DDM	4250	Yu Energy Direct Debit Mandage	April's electricity supply	£	12.39	£	0.62	£	13.29
DDM	4250	Yu Energy Direct Debit Mandage	April's electricity supply	£	136.64	£	6.83	£	143.47
				£	957.64	£	19.80	£	998.37