

Hill & Moor Parish Council

Clerk: Mrs Carole Hirst

Address: 1a Church Walk, Stourport on Severn, Worcs. DY13 OAL
Email: clerk@hillandmoorpc.org.uk

To Members of Hill & Moor Parish Council

You are duly summoned to attend the Annual Meeting of the Parish Council to be held at 7.00pm on Thursday 9th May 2024 at Lower Moor Village Hall immediately following the Annual Parish Meeting.

AGENDA

1. **Election of the Chairman** and signing of the Declaration of Acceptance of Office
2. **Apologies:** To note apologies
3. **To receive Declarations of Interest**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

4. Election of the Vice-Chairman

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

5. **To confirm or amend the bank signatories**
6. **To confirm members of the Urgent Decisions Group**
7. **To review or confirm the following documents and policies:**
 - a) The Standing Orders
 - b) The Financial Regulations
 - c) Risk Assessments
 - General Risk Assessment
 - i. Playing Field
 - ii. Risk Management Assessment
 - iii. Risk Assessment: Mower
 - d) Policies

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- i. Disciplinary policy
- ii. Grievance Policy
- iii. Complaints Policy
- iv. Privacy Policy
- v. Training Policy

8. To confirm or appoint representatives to groups and outside bodies

- a) PACT
- b) Landfill Site
- c) Village Hall and Events Group
- d) Worcestershire CALC
- e) Throckmorton Group
- f) Any other organisations not listed

9. To review direct debits and standing orders:

10. To review Parish Council WhatsApp groups

- a) Urgent Decisions Group, with members being the Chairman, Vice-Chair and the clerk
- b) Council members, with members being all Councillors and the Clerk

11. Minutes: To consider the approval of the minutes of the meeting of the 4th April 2024

12. District and County Councillors reports: For information

13. Parish Councillors reports: Councillors may use this opportunity to report minor matters of information, give updates or report attendances not included elsewhere on the agenda.

14. Progress reports: for information

- a) Playing Field & mowing
- b) Play area
- c) Flood / Drainage
- d) Footpaths
- e) Village Hall and Events Group VHEG
- f) Landfill Site
- g) Lengthsman
- h) Newsletter items
- i) PACT
- j) Urgent Decisions Group
- k) SWDP

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15. Planning

- a) To discuss and comment on any current planning applications
- b) To receive Decision Notices
- c) To note or discuss Planning Correspondence, Information and Issues

16. Finance: To report on the financial situation of the Parish Council and to approve cheques for payment.

- a. **To consider the Formal Bank Reconciliation for year end to 3rd May 24.**
- b. **To Consider list of due payments to 9th May 2024.**
- c. (i) **To Consider Approval of the Annual Audited Accounts from April 1st, 2023 to 31st, March 2024 (PART 2) as Audited by Internal Auditor Mrs Diane Malley**
(ii) **Proposal to consider Section 1: Annual governance statement (attached)2023/24**
(iii) **Proposal to consider Section 2: Accounting statements (attached)2023/24**
(iv) **To consider and confirm that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000 during 2023/24 and agree that the Certificate of Exemption can be signed as part of AGAR.**
(v) **Consider Internal Auditor's Report & Recommendations 2023/24 (attached)**
(vi) **To consider the period of dates for the Exercise of Public Rights 2023/24. The Parish Council agreed that the period of dates for the Exercise of Public Rights be set as Monday 3 June – Friday 12 July 2024**
(vi) **To note the CiL report for 2023/24 and display on PC Website.**
- d. **To approve transfer of the remaining Section 106 monies earmarked for the Village Hall over to the Village Hall bank account.**
- e. **To consider quote for football pitch upgrade including footpath/running track and mole barrier.**

17. Correspondence for Information: To note items which have been circulated.

18. Summary of Councillors' agreed actions

19. Date of next meeting and items for next agenda: To confirm the date of the next meeting and to raise items for future agendas. Current scheduled date: **Thursday 4th July 2024.**

Carole Hirst, Clerk to Hill and Moor Parish Council