

# **HOTHFIELD PARISH COUNCIL**

## **A G E N D A**

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON  
WEDNESDAY 5 MAY 2021, VIA ZOOM VIDEO CONFRENCING IMMEDIATELY AFTER THE  
ANNUAL PARISH MEETING**

1. **ELECTION OF CHAIRMAN** – Chairman to sign Declaration of Acceptance of Office
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

4. **ELECTION OF VICE CHAIRMAN**
5. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
6. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**  
Items for discussion only. No decisions can be made under this heading
7. **PUBLIC INTERVAL**
8. **ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL**
  - Issued for comment prior to meeting
9. **DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**
  - Issued for comment prior to the meeting
10. **APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**
11. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**
12. **REVIEW OF LAND AND OTHER ASSEST INCL BUILDINGS AND OFFICE EQUIPMENT**
13. **CONFIRMATION OF ARRANGMENTS FOR INSURANCE COVER**  
Insurance Quotations for 2021/2022
14. **REVIEW OF COUNCILS AND/OR STAFF SUBSCRIPTIONS**
  - KALC
  - SLCC

- LCN

**15. REVIEW OF COMPLAINTS PROCEDURE**

**16. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

**17. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

**18. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**

**19. RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER s 137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE**

**20. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**

- Proposed 1<sup>st</sup> Wednesday of each month

**21. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

- All Correspondence incl Email  
Pilgrims Hospice – Letter of thanks for donation.  
Email concerning litter – Waterfall Road 11/04/21
- PCSO Report
- Website
- MUGA
- Village Hall

**22. FINANCE**

Completion of Certificate of Exemption

Review of System of Internal Control

Consideration of the Findings of the Review by Members of the Meeting as a whole

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2

Review of Direct Debits

Accounts to be paid

Bank Balance

Review of Salaries

**23. BOROUGH COUNCILLORS REPORT**

**24. PLANNING**

Applications received by the date of this agenda will be shown on the attached Planning Application Record. Other applications may be discussed if they are received after the date of publication

**25. VILLAGE ACTIVITIES**

- Village Social

**26. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Items for discussion only. No decisions can be made under this heading.

*M. Norris*

Clerk

7 May 2021

**Hothfield Parish Council**  
**Planning Application Record – May 2021**

To be discussed at May 2021 meeting

At the point of the agenda being issued no planning applications had been received.

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Planning Decisions Received (since previous meeting)

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