

Hawstead Parish Council

In the County of Suffolk

Chairman

Mr Phil Baker
Cooks Farmhouse, Bury Raad, Hawstead, IP29 5NR
Tel: 079583 07117
Email: phil.baker@cooksfarmhouse.com

**Responsible Finance Officer
and Parish Clerk**

Mrs Catherine Hibbert
Brokesbourne, Stanningfield Rd, Gt Whelnetham, IP30 0TY
catherine.hibbert@hawstead-parish-council.co.uk

Dear Councillor

5 May 2023

You are hereby **SUMMONSED** to a meeting of Hawstead Parish Council at the Village Hall on **Thursday 11 May 2023 at 7.30 p.m.** The press and members of the public are invited to attend.

AGENDA

1. Election of Officers

- 1.1 Chairman
- 1.2 Vice Chairman
- 1.3 Completion of declaration of acceptance of office

2. Apologies for absence

3. Public forum

- 3.1 Members of the public invited to make representations on any item on the agenda.
- 3.2 County Council
- 3.3 West Suffolk Council
- 3.4 Police

4. Declaration of interests

- 4.1 To complete registers of interest
- 4.2 To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
- 4.3 To consider any applications for dispensations in relation to declared pecuniary interests.

5. Minutes

- 5.1 To resolve that the minutes of the Parish Council meeting dated 20th April 2023 be signed as a true and accurate record of that meeting.

6. Reports

To receive reports including the following:-

- 6.1 Communications;
- 6.2 Greens;
- 6.3 Conservation;
- 6.4 Footpaths;
- 6.5 Highways and safety;
- 6.6 Volunteering;
- 6.7 Clerk.

7. To consider

- 8.1 Election outcomes and co-option;
- 8.2 Standing Orders, Financial Regulation Orders and Code of Conduct (review and re-adoption);

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- 8.3 Review of asset register;
- 8.4 Review of arrangements with other businesses;
- 8.5 Review of appointments to outside bodies;
- 8.6 Confirmation of insurance cover for all insurable risks;
- 8.7 Review of Councils subscriptions to other bodies;
- 8.8 Review of policies;
- 8.8 Review of expenditure under s137 Local Authority Act 1972/ GPOC s1 Localism Act 2011;
- 8.9 Meeting dates for 2023/24;
- 8.10 Footpath project update;
- 8.11 Website update.

9. Planning applications, appeals and notifications

- 9.1 Planning notifications

10. Finance

- 10.1 To receive and approve the bi-monthly financial summary for March-April 2023;
- 10.2 To approve payments to be made
- 10.3 To approve draft accounts for year ending 22/23 (including financial summary to 31/3/23);
- 10.4 To approve exemption certificate AGAR 22/23
- 10.5 To approve governance statement in AGAR 22/23
- 10.6 To approve annual return AGAR 22/23
- 10.7 To update the reserves policy
- 10.8 To confirm continuation of arrangements for internet banking

11. Chairman's summary

12. Correspondence and circulars

- 12.1 Play area reports for April/May 2023;
- 12.2 Open letter to PCs re planning issues.

13. Date of next meeting

- To confirm date of next meeting on 13th July 2023 at 7.30pm

CH C Hibbert - clerk