

HASKETON PARISH COUNCIL

PARISH CLERK Stephen LECKIE
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NOTICE OF THE ANNUAL MEETING OF HASKETON PARISH COUNCIL

**(To be held following the Annual Parish Meeting)
on Thursday 12th May 2022 at (Approx.) 6.30 pm**

Public attendance

Members of the public (MOTP) and press are welcome to attend this meeting. MOTP will be invited to speak by the Chairman at the relevant agenda item and are invited to comment and/or give their views or questions on any issues on the agenda or raise issues for consideration or inclusion at future Parish Council meetings. This agenda item is time limited and may be extended at the discretion of the Chairman.

AGENDA

1. Election of Chairman & signing of Declaration of Acceptance of Office (if required):
2. Welcome & Introduction:
3. Apologies for Absence:
4. Declaration of Interests:
5. Election of Vice Chairman:
6. Welcome to Newly Elected Parish Councillors & signing of Declaration of Office (if required):
7. Co-option of Parish Councillors (if required & signing of Declaration of Office):
8. Appointment of Parish Council representatives: (Play area/car parking area/Tree warden/finance /planning/ website/allotments/Victory Hall liaison/footpaths/ other).
9. Minutes of previous meetings:10th March 2022 (previously circulated)
10. Matters Arising: [Queens Jubilee considerations]
11. Invitation for Members of the Public to Speak:
12. Report: County Councillor* (to be circulated)
13. Report: District Councillor* (to be circulated)
14. To Review and Adopt Policy & Procedure Documents: DOCUMENTS ON WEBSITE
 - i) Standing Orders.
 - ii) Media Policy
 - iii) Codes of Conduct
 - iv) s137 Policy GuidelinesNO CHANGES to approved items 14 (i-iv)
Finance:
 - v) Review and Adoption of Asset Register.
 - vi) Review and Adoption Financial Regulations
 - vii) Review and adoption of Finance Monitoring Procedures
 - viii) Review and Adoption of Internal Financial Control Statement
 - ix) Review and Adoption of Internal control Process
 - x) - Review and Adoption of Financial Risk and Management Assessment
 - xi - Appointment of PCllr to monitor Finances (A/Cs)NO CHANGES to approved items 14 (v-xi)

GDPR:

- xii - Data Protection Statement (Website)
 - xiii – Data Protection Impact Statement (Website)
 - xiv – HPC GDPR Policy (Website)
 - xv - HPC Privacy Notice (Website)
 - xvi - Subject Access Request Policy and Procedure (Website)
 - xvii – Cookies Policy Notice (Website)
- NO CHANGES to approved items 14 (xii-xvii)

General GDPR:

- xviii – Data Protection Disclaimer for Emails
- xix - Consent Form (General) - Consent Form (Councillors)
- xxi - Privacy Notice (for employees and Councillors)

Allotments:

- xxii – Allotments Consent Notice
- xxiii – Allotments Privacy Notice.

17. Finance:

- i) Approve and Adopt the Internal Audit Report (to be circulated)
- ii) To Consider the Internal Audit Recommendations (to be circulated)
- iii) Approval and Adoption of End of Year A/c. (attached)
- iv) Approval of Invoices & Transfer of Funds (as A/Cs summary attached)
- v) Review and adoption of finance monitoring procedures (Financial Regs)
(previously circulated) (Nomination of PCllr to monitor a/cs)
- vi) Clerk matters
- vii) To Review and Adopt the Earmarked Reserves (Refer 2021-22 Budget)

18. Consider the Annual Governance and Accountability Return (AGAR) 2021-22 (circulated).

- i – Approve and Adopt the Annual Governance Statement 2021-22
- ii – Approve and Adopt the Annual Accounting Statement 2021-22
- iii – Approve and Adopt the AGAR 2021-22 Part 2
- iv – Approve and Adopt the Certificate of Exemption AGAR 2021-22
- v – Approve and Adopt the Ancillary Documents 2021-22 (circulated)
 - a) List of items exceeding £100
 - b) Explanation of Variances
 - c) Bank Reconciliations

19. Annual Insurance: (BHIB)

20. Village Amenities Reports.

- i) Allotments – (Annual Meeting et al))
- ii) Victory Hall-
- iii) Tree Management-
- iv) Grass/Hedge maintenance- Annual Contract
- v) Bus Shelter
- vi) Play area/Equipment – Safety checks [report from subgroup]

21. Highways:

(i) B1079 and Manor Road traffic issues.

22. Planning:

23. Charitable donations – (Air Ambulance or other)

(i) Air Ambulance

(ii) Children's Hospice

(iii) Citizens Advice

(iv) Marie Curie Cancer Support

24, Quiet Lanes Scheme: [Any further updates]

25. Correspondence.

26. Date of next meeting(s) and Close.

(*Attendance subject to confirmation)

Steve LECKIE,
Hasketon Parish Clerk
Date. 22nd April 2022