

# Holme Parish Council

Clerk: Scott Thornley

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22 May 2019

Councillors are summoned and members of the public invited to attend the Annual Meeting of Holme Parish Council to be held in Holme Parish Hall on Tuesday 28<sup>th</sup> May 2019 to commence at 7.30pm.

Yours sincerely,



Scott Thornley, Parish Clerk

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1. **Election of Chair:** To receive nominations and duly elect a chair for the coming year.
2. **Election of Vice Chair:** To receive nominations and duly elect a vice chair for the coming year.
3. **Apologies for absence:** To receive and record with reason, any apologies for absence.
4. **Declarations of Interest:** Councillors must declare any interest they have in agenda items.
5. **Minutes of Parish Council meeting held on 29<sup>th</sup> April 2019:** To authorise the Chair to sign, as a correct record, the minutes of the meeting held on 29<sup>th</sup> April 2019 (*previously circulated*).
6. **Chairman's Remarks:** To receive any announcements or information from the Chair.
7. **County and District Councillor Remarks:** To receive any announcements from the County and District Councillors.
8. **Public Session:** (This session may be extended from the usual duration of 10 minutes, at the Chairman's discretion) Public Participation (Items raised for decision will appear on the agenda for the next meeting, unless it is a matter which can be dealt with immediately). Members of the public are invited to speak for a maximum of 3 minutes each. **At the close of the public session, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chair.**
9. **To note matters raised during the Public Session:** Any matters raised at the Open Session of which there is no prior knowledge or which are not specifically included on the Agenda and which require a discussion and a decision by the Council (other than matters which can be dealt with immediately) will be carried forward to the Agenda of the next meeting.
10. **Finance:**
  - a. **Account balances:**

Current Account £25369.23  
Deposit Account £6204.85
  - b. **Payments made since the last meeting:**

DH Forestry – Lengthsman March 2019 £468.67  
DH Forestry – Lengthsman April 2019 £916.11
  - c. **Other financial matters:**

The monthly bank reconciliation and statement to be checked and signed by Vice Chairman.

d. **Payments for authorisation:**

Scott Thornley (Clerks Salary May 2019)	£471.00
Holme Parish Hall (Room Hire April and May 2019)	£37.00
SLDC (Annual Playground Inspection Fee)	£425.00

11. **Planning:**

a. **Applications:**

None

b. **Decisions:**

None

12. **Other Matters:**

**Standing Orders:** To receive the amended Standing Orders to approve and adopt

**Financial Regulations:** To receive the amended Financial Regulations to approve and adopt

**Retention of Documents Policy:** To receive a new policy to approve and adopt

**Code of Conduct:** To receive the amended code of conduct policy to approve and adopt

**Police Report:** To receive the police report for the month

**Annual Audit and Governance Statement:** To agree the Annual Audit and Governance Statement

**Annual Financial Statement:** To agree the annual financial statement

**Asset Register Review:** To review and update the asset register

**Lengthsman:** To review payments to the Lengthsman and agree a new procedure

**Councillor's Responsibilities:** To review Councillors Areas of Responsibility

**VE Day 75:** To receive an invitation to be part of the 75<sup>th</sup> Anniversary of VE Day

13. **Date of Next Meeting:** To agree the next meeting date as Monday 24<sup>th</sup> June 2019, to commence at 7.30pm in Holme Parish Hall.