

Hallow Parish Council

E-mail: hallowpc@gmail.com

Dear Councillor

8th May 2018

Notice is hereby given that the Annual Council Meeting of Hallow Parish Council will be held on Monday 13th May 2019 at 19:30 hours in Hallow C of E Primary School when the business set out in the agenda below will be transacted. You are respectfully summoned to attend the meeting.

Yours faithfully

J Hill

Clerk and Responsible Financial Officer

Democratic Period: A period of up to 10 minutes will be allowed before the commencement of the Parish Council Meeting proper to allow members of the public to address the Parish Council in regard to matters on this agenda or to raise issues for future consideration at the discretion of the Council. This period may be reduced if no members of the Public are present or wish to speak; members of the Public may not take part in the Parish Council Meeting itself.

AGENDA

- 1) **Signature of Declaration of Acceptance of Office (all Members)**
- 2) **Election of Chairman and signing of Declaration of Acceptance of Office**
- 3) **Election of Vice Chairman**
- 4) **To Consider any Apologies for Absence**
- 5) **Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the **legal requirement to submit new register of interest declarations** to Malvern Hills District Council (forms from MHDC were forwarded by email to each Member)
 - 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.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest, which falls with the terms of paragraph 12(4)(b) of the Code of Conduct and who have not been granted a Dispensation, **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.

- 6) **Election of Representatives: including Members Responsibilities and Interests**
 - Allotments
 - Hallow Parish Hall Management Committee
 - Old Churchyard
 - HollyBank
 - Village (north of the Royal Oak site)
 - Village (south of the Royal Oak site)
 - Highways / Traffic Management
- 7) **Risk Assessment Review and Risk Management Inspections**
 - i. Annual Review of effectiveness of Risk Assessment Policies
 - ii. Risk Assessment Schedule 2019/2020 (daily/weekly by handyman; six-monthly in June and December by Members; Annual (by professionally qualified and insured inspector).
- 8) **Annual Return for the year ended 31st March 2019**
 - a) To consider the submitted accounts for the Financial Year ending 31st March 2019
 - b) To resolve to confirm the Annual Governance Statement 2018/19
 - c) To resolve to confirm Approval of the Accounting Statements for 2018/19
 - d) To approve allocation of reserves (in format required by External Auditor).
- 9) **Documentation Review (2019/2020)**
 - a) Financial Regulations and Investment Policy (after completion of new hall build)
 - b) Standing Orders (subject to future regulatory changes)
 - c) Code of Conduct (subject to future regulatory changes)
 - d) Transparency Code (subject to future regulatory changes).
- 10) **Date of Next Meeting**

Date of the 2020 Annual Council Meeting of Hallow Parish Council to be confirmed during March/April 2020.

Members of the public and press are cordially invited to be present at the above meeting