

HORDLEY PARISH COUNCIL

Chair: Cllr Derek Clifford

Clerk to the Parish Council: Rosemary Wood of 5 Newtown Gardens, Baschurch, Shrewsbury SY4 2HF

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16 May 2021

To: All Members of Hordley Parish Council

Dear Sir/Madam

NOTICE IS HEREBY GIVEN that the **ANNUAL MEETING of Hordley Parish Council** will be held at **8pm** on **THURSDAY 20 MAY 2021** at Hordley Village Hall and Members are hereby summoned to attend for the purpose of transacting the following business.

R. A. Wood

Rosemary Wood

Clerk to the Parish Council

AGENDA

1.21	TO ELECT A CHAIRMAN AND CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
2.21	TO ELECT A VICE-CHAIRMAN AND VICE CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
3.21	DECLARATION OF ACCEPTANCE OF OFFICE – to note Declarations of Acceptance of Office signed by councillors and received prior to commencement of the meeting and if necessary to consider permitting any councillor a delay in signing of their Declaration of Acceptance of Office until a later meeting fixed by the council.
4.21	TO RECEIVE APOLOGIES FOR ABSENCE
5.21	DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN AGENDA ITEMS a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. b) To consider any applications for dispensation. c) Declaration of any other interests in agenda items.
6.21	CO-OPTION ONTO THE COUNCIL To consider any applications for co-option for the three vacancies following the May election.
7.21	TO RESOLVE THAT THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 18 MARCH 2021 ARE A CORRECT RECORD
8.21	PUBLIC PARTICIPATION SESSION - a period of 15 minutes will be set aside for the public to speak on items on the agenda (this may be extended at the discretion of the Chairman).
9.21	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES To nominate councillors to represent the Parish Council on the following bodies: a) SALC AGM/Conference b) SALC North Shropshire Area Committee c) Hordley & Bagley Village Hall d) ABP Liaison Committee e) Helicopter Noise Group f) Other

10.21	TO RECEIVE AND CONSIDER REPORTS <ul style="list-style-type: none"> a) ABP representatives b) Shropshire Council elected councillor c) Clerk's report d) Other Reports - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council
11.21	YEAR END FINANCE/ANNUAL ARRANGEMENTS <ul style="list-style-type: none"> a) Annual Arrangements: <ul style="list-style-type: none"> (i) Insurance policy - to consider renewal documentation (ii) SALC/NALC affiliation – to confirm renewal as per budget (iii) SLCC membership – to confirm renewal of Clerk's membership as per budget b) Banking – to review the following banking arrangements: <ul style="list-style-type: none"> (i) Cheque signatories (ii) Direct debits c) Year End 2020/21 Finance – to consider and approve the following: <ul style="list-style-type: none"> (i) Bank Reconciliation (ii) Receipts and Payments account (iii) Budget Report (iv) Reserves Statement
12.21	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 2 <ul style="list-style-type: none"> a) Annual Internal Audit Report and written report – to consider report and agree any action to take in response b) Annual Governance Statement (Section 1) – to complete and authorise the signing of it by the Chairman and Clerk c) Accounting Statements (Section 2) (as prepared and signed by the Responsible Financial Officer) – to approve and authorise the signing of it by the Chairman d) Certificate of Exemption – to approve for submission to external auditor e) Explanation of Variances – to approve for publication f) Internal Auditor 2021/22 – to agree appointment g) Notice of Electors' Rights – to note Clerk's intention to display the Notice of Electors' Rights for the period commencing on Monday 14 June 2021 and ending on Friday 23 July 2021
13.21	FINANCE <ul style="list-style-type: none"> a) Income received – to note: <ul style="list-style-type: none"> (i) Shropshire Council, precept (£4,491) (ii) Shropshire Council, CIL Neighbourhood Fund (£473.14) b) Outstanding Payments - to approve: <ul style="list-style-type: none"> (i) Rosemary Wood, Clerk's net pay April (£235.20) (ii) Rosemary Wood, Clerk's net pay May (£235.20) (cheque postdated 1 June 2021) (iii) Rosemary Wood, Clerk's half yearly claim (mileage £9.81, office consumables £6.65, IT £14.39, home working allowance £31.92) (total £62.77) (iv) SALC, ALC Affiliation fees 1 April 2021 to 31 March 2022 (amount to be confirmed at meeting) (v) SLCC, Clerk's Membership renewal (£40) (vi) Zurich Municipal, insurance premium 1 June 2021 to 31 May 2022 (£224) (vii) Bernard Townson, internal audit 2020-21 (£80) c) Other income/invoices received after agenda sent out – to note/approve
14.21	PLANNING & HIGHWAY MATTERS <ul style="list-style-type: none"> a) To consider Planning Applications notified by Shropshire Council – none at time of issuing agenda b) To note Planning Decisions – none at time of issuing agenda c) To consider and note any Planning Correspondence or Decisions received after agenda sent out d) To note road closures – none at time of issuing agenda
15.21	POLICIES AND PROCEDURES <p>To review the following policies:</p> <ul style="list-style-type: none"> a) Standing Orders b) Addendum to Standing Orders c) Financial Regulations

	<p>d) Code of Conduct</p> <p>e) Scheme of Delegation</p>
16.21	<p>LOCAL POLICING AND COMMUNITY CHARTER CONSULTATION</p> <p>To consider and agree the Parish Council's response to the initial phase of the consultation.</p>
17.21	<p>NEXT MEETING</p> <p>To note the date, time and location of the next Parish Council Meeting, to be held at 8pm on Thursday 15 July 2021 at Hordley Village Hall.</p>