



## Notice of the Annual Meeting of Pillerton Hersey Parish Council

7:00 pm, Tuesday, 20<sup>th</sup> May 2025

Church of St Mary, Pillerton Hersey, CV35 0QH.

Members of the public and press are invited to attend the parish council meeting and are welcome to address the parish council on any items on the agenda during the public forum.

Please note that the meeting may be recorded or filmed and that the council is unable to give any guarantee that members of the public will not be included. If this concerns you, please contact the clerk prior to the meeting. If you would like to record or film a meeting, we encourage you to contact the council in advance so that we can ensure the necessary arrangements are in place.

Laura Callow  
Clerk to the Council  
14<sup>th</sup> May 2025

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### AGENDA

1. Election of Chair

To elect the Chairman of the council and receive their declaration of acceptance of office.

2. Election of Vice Chair

To elect the Vice Chairman of the council

3. Acceptance of office

To receive the declaration of acceptance of office forms from the Chairman and Councillors.

4. Apologies

To receive apologies for absence

5. Declarations of Interest

To receive the Declaration of Interest Form from the Chairman and Councillors.

*Members are reminded that, unless they have been granted a dispensation, if they have a disclosable pecuniary interest in any matter as defined by regulations made by the Secretary of State they should declare and interest and may not participate in any discussion of or vote on the matter.*

6. Dispensations

To receive and consider granting any dispensation requests

7. Minutes of the previous meeting

To approve the minutes of the ordinary meeting on 18<sup>th</sup> March 2025.

8. Public Forum

A maximum of 15 minutes is set aside for members of the public to address the council on any item on the agenda. A maximum of three minutes shall be allowed for each speaker.

# Pillerton Hersey Parish Council

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## 9. Policies

To review and adopt policies and documents of the parish council.

- a) Code of Conduct
- b) Standing Orders
- c) Financial regulations – note updated NALC regulations published May 2024
- d) Scheme of Delegation
- e) Publication Scheme
- f) Pre-planning application discussions protocol
- g) Document retention and destruction policy
- h) Complaints procedure and form
- i) Reserves policy
- j) Risk assessment
- k) Community Grants policy (with application form)
- l) Equality and Diversity
- m) Health and Safety
- n) Harassment & Bullying Policy
- o) Disciplinary Policy

## 10. Finance and Governance

- a) To review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- b) To review finance report
- c) To receive bank reconciliation report
- d) To approve accounts for payment

## 11. Annual Governance and Accountability Return 2023/24

- a. Annual Internal Audit Report 2023/24
- b. Annual Governance Statement for 2023/24
- c. AGAR Certificate of Exemption for 2023/23

## 12. Review of Poor's Allotment and appointments

- a) To receive and review the accounts for the year ended 31<sup>st</sup> December 2024
- b) To receive the Minutes of the Trustees Meeting
- c) To receive the Draft Accounts for the year ended 31 December 2024

## 13. Chairs report and items for future Agenda

For Chair to receive reports from received communications or other reports relevant to the parish.

## 14. Exclusion of Public & Press

Confidential matters, including those identified during the meeting, to be discussed here following a resolution to exclude the public under Sec 100A of the Local Government Act 1972.