



Haswell Parish Council

Date of issue: - Thursday 25th May 2023

ANNUAL MEETING MAY 2023

*In accordance with paragraphs 7(1) & 10(2)(b) of Schedule 12 of the Local Government Act 1972, I hereby summon you to attend the **ANNUAL MEETING OF HASWELL PARISH COUNCIL** to be held in the Meeting Room, St Paul's Church, Church Street, Haswell DH6 2DT, on Wednesday 31st May 2022 at 6.30pm the business to be transacted thereat is as set out hereunder*

J. Wainwright

Parish Clerk, Proper Officer of the Council

BUSINESS TO BE TRANSACTED

1. To Elect a Chairman for the Ensuing Year

To receive and consider nominations for the position and elect a chair.

2. To Sign & Complete the Declaration of Acceptance of Office

For the new Chair to sign their acceptance to the role of Chairman of Haswell Parish Council

3. Register of Disclosable Pecuniary Interest & other Registerable Interests

For Members to update their forms if necessary

4. To Elect a Deputy Chair for the Ensuing Year

To receive and consider nominations for the position and elect a deputy chair.

5. Apologies for Absence

To receive any apologies for absence

6. Code of Conduct – Declaration of Interests

Members are reminded of the need to disclose any interests in items on this agenda, whether Pecuniary or otherwise. Please see advice from the Clerk prior to the meeting if in doubt.

Members of the public are reminded that they can only contribute to the meeting under the Public Participation item on the agenda at the end of the meeting, as previously agreed.

7. Minutes of the Meeting Held on 26th April 2023

The draft minutes of the previous meeting held on 26th April 2023 be presented for consideration and approval as a true and correct record (attached).

8. Matters Arising and Action Points from the Minutes Held on 26th April 2023

To consider any matters arising /action points from the previous minutes which are not included elsewhere on the agenda.

9. Review and Adoption of The Parish Council's Standing Orders and Financial Regulations

Members are asked to review the Council's Standing Orders and Financial Regulations, (copies available on the Council's web site, or from the Clerk by request).

10.To Confirm the Dates of the Meetings for the Forthcoming Year

28th June 2023, 26th July 2023, August Recess no meeting, 27th September 2023, 25th October 2023, 29th November 2023, December – no meeting, 31st January 2024, 28th February 2024, 27th March 2024, 24th April 2024, 29th May 2024.

11.To confirm the arrangements for insurance cover in respect of all insured risks

Members to discuss and note the insurance arrangements with Zurich Municipal for the forthcoming year.

12.To review the Policy on Reserves and Balances, Training, Protocol on Member/Officer Relations, Publication Scheme, Council's procedure for handling request made under the Freedom of Information Act 2000, Complaints Procedure, Equalities Policy, Attendance Management Policy.

Members are asked to review the policies and procedures listed, (copies available on the Council's web site, or by request).

13.Sub-Committees

(a) To appoint representatives to the following sub committees

- Human Resources
- Events
- Horticulture

(b) To appoint representatives to the following working groups

- Community Emergency Plan
- Neighbourhood Plan

14.Delegates to Other Bodies

To appoint representatives to serve on outside bodies:

County Durham Association of Local Councils Smaller Local Council Forum

15.Reports

(a) Police Report

To consider the Police report and any issues arising.

(b) Correspondence and Funding Requests

To consider any correspondence for decision and funding requests received by the Clerk

- Local Government Boundary Commission – DCC Electoral Boundaries Consultation.

- Giant Steps nursery – request for Haswell Parish Council to cut the grass in the nursery as Durham County Council no longer provide this service.
- Durham Miners Gala – to consider the request from the Hazelwell Centre for the payment of insurance of £150 in cash to take the Haswell Miners Banner to the Durham Miners Gala.

(c) Training / Conferences

To consider the implications of any training / conferences attended by the Clerk or Councillors.

(d) Electricity - Groundstaff Facilities

To consider a verbal report of the clerk regarding electricity connection costs for the groundstaff facilities.

(e) Clean and Green Rewilding – Haswell Salters Lane

To consider the proposals from Durham County Council regarding a rewilding scheme in Haswell – Salters Lane.

16. Finance

- (a) To approve the monthly accounts payments for April 2023
- (b) To consider the bank reconciliation for April 2023

17. Budget

- (a) To consider the budget report for April 2023

18. Audit

- (a) To consider the annual audit arrangements for 2022/23

19. Planning

To consider any planning applications within and impacting upon the Parish.

20. Strategic Planning

(a) Neighbourhood Plan

To receive an update and consider the next steps.

(b) Strategic Priorities

To receive an update and consider next steps.

21. Sub Group/ Working Group Meetings

To receive verbal/written reports from Parish Council Sub Group Meetings where appropriate.

- Horticultural Working Group
- Events Committee
- Neighbourhood Plan Working Group
- Human Resources Committee
- Emergency Plan Working Group

22. Members Reports

To receive verbal reports from Parish Council Members.

23. County Councillor's Update Report

To receive verbal/written update reports from the County Councillor(s).

24. Public Participation

For the Chair to invite members of the public to address the Parish Council on items of concern or interest.

25. Date & Time of the Next Meeting

The next meeting shall be held on Wednesday 28th June 2023 at 6.30pm in the meeting room at St Pauls Church, Church Street, DH6 2DT Haswell.

26. Exclusion of Public and Press

The public and press be excluded from the meeting on agenda items 15(a) as they contain exempt information as defined in Paragraphs 1 and 6 of Schedule 12A of the Local Government Act 1972 (as amended).

(a) Personnel Matters

To consider personnel matters.

(b) MUGA

To consider matters regarding the MUGA leased to the Haswell Centre.