



Date of issue:- Tuesday 22nd May 2018

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 30th May 2018 at 6.30pm**

The business to be transacted thereat is as set out hereunder

K Tweddle
Parish Clerk, Proper Officer of the Council

AGENDA

1. To Elect a Chairman for the Ensuing Year
To receive and consider nominations for the position.
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 nominations and agree
5. Apologies for Absence
6. To Approve the Minutes of the Last Meeting
Members are asked to agree the attached minutes as a true and correct record of the meeting.
(Minutes of the meeting held on 25th April 2018 attached)

7. 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).
8. To Confirm the Dates of the Meetings for the Forthcoming Year
27 June, 25 July, August Recess no meeting, 26th September, 31st October, 28th November, December – no meeting, 30th January 2019, 27th February, 27th March, 24th April, 29th May 2019.
9. To confirm the arrangements for insurance cover in respect of all insured risks
Members will be asked to note the insurance arrangements with Zurich Municipal for the forthcoming year, (verbal report of the Clerk).
10. 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
Members are asked to review the policies and procedures listed, (copies available on the Council's web site, or from the Clerk by request).
11. Sub-Committees
To appoint representatives to the following sub committees:-
Human Resources
Events
Sports
Health & Well Being
12. Delegates to Other Bodies
To appoint representatives to serve on outside bodies:-
1. County Durham Association of Local Councils Larger Local Council Forum
2. Easington Area (Durham County Association of Parish & Town Councils)
13. Police Briefing

14. Finance
- (a) To approve the monthly accounts. The payments for April/May 2018 submitted to Members for approval.
 - (b) Monthly Bank Reconciliation for April 2018 (to follow)
 - (c) Annual Governance & Accountability Return 2017/18
-Section 1 – Annual Governance Statement 2017/18 – approve and for the Chair to sign
-Section 2 – The Statement of Accounts – to approve and for the Chair to sign
 - (d) Internal Audit Report for consideration and acceptance and Assurance by Risk Area (attached)

All documents circulated and offered to Council for approval prior to submission to the External Auditors

- (e) To approve and implement the payscales and allowances for 2018/19
15. Planning
Pesspool Hall Farm, Hal Lane, Reserved matters application for approval of details of access, appearance, layout and scale for the erection of a dwelling pursuant to outline planning permission DM/16/03755/OUT. Ref DM/18/01335/RM

16. Member's Reports
Items from the Chair:-
- (i) Church Street/George Street – enforcement issues
 - (ii) Notice boards manufacture and installation dates
 - (iii) Apprenticeship – first steps
 - (iv) HPC groundsman – maintenance of non parish/approved grounds
 - (v) Dent Close Play Area
 - (vi) Haswell Plough – road surface issues
 - (vii) Haswell Banner

17. County Councillor's Update Report

18. Clerk's Monthly Progress Report
The verbal update report from the Clerk concentrating on the General Data Protection Regulations coming into force on 25 May 2016 (GDPR Toolkit circulated)

19. Public Participation

For the Chair to invite members of the public present to address the Parish Council.

20. Parish Clerk

To confirm the six month review has now been completed, and Council are requested to now confirm the appointment of K Tweddle as Clerk and RFO to Haswell Parish Council.

21. Date & Time of the Next Meeting

To agree the next Parish Council Meeting be held at St Paul's Church Hall, Church View, Haswell, DH6 2DT on **Wednesday 27th June 2018 at 6.30pm.**

A progress meeting of the Events Sub Committee shall be held following the close of the meeting.