



**Date of issue:- Tuesday 21<sup>st</sup> May 2019**

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 29<sup>th</sup> May 2019 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 <https://bit.ly/2YxX9B2>

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 24<sup>th</sup> April 2019 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 <https://bit.ly/2HnTxMa> and <https://bit.ly/2JpZudP> or from the Clerk by request).
8. To Confirm the Dates of the Meetings for the Forthcoming Year  
Dates as follows:- 26<sup>th</sup> June, 31<sup>st</sup> July, August Recess no meeting, 25<sup>th</sup> September, 30<sup>th</sup> October, 28<sup>th</sup> November, December – no meeting, 29<sup>th</sup> January 2020, 26<sup>th</sup> February, 25<sup>th</sup> March, 29<sup>th</sup> April, 20<sup>th</sup> 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, <https://bit.ly/2YAuTOA> 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 2019 submitted to Members for approval.
  - (b) Monthly Bank Reconciliation for April 2019 (attached)
  - (c) HPC Summary of Receipts & Payments for the Year ended 31<sup>st</sup> March 2019 – to approve and for the Chair to sign (attached)
15. Audit 2018/19
  - (a) Annual Governance & Accountability Return 2018/19
    - Section 1 – Annual Governance Statement 2018/19 – approve and for the Chair to sign (restated total fixed assets amount from 2017/18 to include the purchase of the new play equipment)
  
    - Section 2 – Accounting Statements for 2018/19 – to approve and for the Chair to sign

The above documents are circulated and offered to Council for approval prior to submission to the External Auditors
16. Internal Audit Report and Assurance by Risk Area  
For consideration and acceptance (report attached)
17. Planning
18. Member's Reports  
Item from the Vice Chair, football pitches
19. County Councillor's Update Report
20. Public Participation  
  
For the Chair to invite members of the public present to address the 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 26<sup>th</sup> June 2019 at 6.30pm.**