

HASKETON PARISH COUNCIL
PARISH CLERK Stephen LECKIE
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NOTICE OF THE ANNUAL MEETING OF HASKETON PARISH COUNCIL
(To be held following the Annual Parish Meeting)
on Thursday 9th May 2024 at (Approx.) 6.30 pm

Public attendance

Members of the public (MOTP) and press are welcome to attend this meeting. MOTP will be invited to speak by the Chairman at the relevant agenda item and are invited to comment and/or give their views or questions on any issues on the agenda or raise issues for consideration or inclusion at future Parish Council meetings. This agenda item is time limited and may be extended at the discretion of the Chairman.

AGENDA

1. **Election of Chairman & signing of Declaration of Acceptance of Office** (if required):
2. **Welcome & Introduction:**
3. **Apologies for Absence:**
4. **Declaration of Interests:**
5. **Election of Vice Chairman:**
6. **Welcome to the Re-elected Parish Councillors & signing of Declaration of Office** (if required):
Completion of expenses /ROI reminder.
7. **Appointment of Parish Council representatives:** (Play area/car parking area/Tree warden/finance /planning/ website/allotments/Victory Hall liaison/footpaths/ other).
8. **Minutes of previous meetings:** 14th March 2024 and EO Mtg 4th April 2024 (previously circulated)
9. **Matters Arising:**
10. **Invitation for Members of the Public to Speak:**
11. **Report: County Councillor**
12. **Report: District Councillor**
13. **Planning: Discussion.**
i. Planning reference: DC/24/0915/FUL Proposal: Change of use of agricultural building to mixed commercial use (Class E and B8) Site address: Office, Loomswood Farm, Hall Road, Burgh, Suffolk.
14. **Review and Adoption of Parish Council Policy Documents** (To be selected)
DOCUMENTS ON WEBSITE
 - i) Standing Orders.
 - ii) Media Policy
 - iii) Codes of Conduct
 - iv) s137 Policy Guidelines**Finance:**
 - v - Review and Adoption of Asset Register.
 - vi - Review and Adoption Financial Regulations
 - vii - Review and adoption of Finance Monitoring Procedures
 - viii - Review and Adoption of Internal Financial Control Statement
 - ix - Review and Adoption of Internal control Process

x - Review and Adoption of Financial Risk and Management Assessment

GDPR:

xi - Data Protection Statement (Website)

xii – Data Protection Impact Statement (Website)

xiii – HPC GDPR Policy (Website)

xiv - HPC Privacy Notice (Website)

xv - Subject Access Request Policy and Procedure (Website)

xvi – Cookies Policy Notice (Website)

General GDPR:

xvii – Data Protection Disclaimer for Emails

xviii - Consent Form (General)

xix - Consent Form (Councillors)

xx - Privacy Notice (for employees and Councillors)

Allotments:

xxi – Allotments Consent Notice

xxii – Allotments Privacy Notice.

15. Finances:

i - End of Year Accounts (period 01/4/2023 to 31/03/2024)

ii - Adoption of End of Year Accounts

iii - Approval of Invoices and transfers

iv - Internal Audit Report /AGAR 2023-24

v - Nomination of PCIIr to monitor Accounts.

vi - Clerk matters – i. Pension regulator renewal

vii - To Review and Adopt the Earmarked Reserves (Refer 2024/25 Budget)

viii - Approve and Adopt the Ancillary Documents 2023-24 (circulated)

a) List of items exceeding £100

b) Explanation of Variances

c) Bank Reconciliations

xiv - Precept Payment 2024/25

16. Village Amenities and Events. (Annual Reports)

a) Allotments.

b) Victory Hall.

c) Amenity / Car Parking area

d) Play Area

e) Bus Shelter

f) Benches

g) War Memorial

h) Tree Management

i) Grass/Hedge Maintenance

j) Grit Bins

k) Footpaths

17. Annual Insurance:

18. Highways:

19. Rewilding update:

20. Date of next meeting(s) and Close.

Steve LECKIE, Hasketon Parish Clerk

Date. 10th April 2024.