

HARTBURN PARISH COUNCIL

Clerk: Miss Dee Smith

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NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday 19th May 2025 at 6.30pm at St Andrews Church, Hartburn for the purpose of transacting the following business. Members of the public and press are invited to attend.

The meeting will be preceded by the Annual Assembly of the Parish at which any elector of the parish can attend and speak.

ANNUAL MEETING AGENDA

1. Election of Chairman for 2025/26

Councillor J Boswell will ask for nominations to elect the Chairman of the Parish Council for 2025/26.

2. Election of Vice-Chairman for 2025/26

To elect the Vice-Chairman of the Parish Council for 2025/26. The new Chairman will ask for nominations.

3. Apologies for Absence

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

For all Members to sign, if they have not already done so.

5. Declarations of Interests

Members are invited to declare disclosable pecuniary interests and other interests on items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

6. Public Participation Time

In accordance with Section 3(e) of the Hartburn Parish Council Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council reserves the right to respond or debate the issue at a later date.

No questions have been received on this occasion.

7. Co-option – Two Vacancies in the Office of Councillor

Members are advised that in the event of fewer candidates standing for election than there are seats available, then those candidates validly nominated will be elected unopposed and the remaining seats will be filled by co-option at the earliest opportunity, and within 35 working days following the fourth day after the election. Hartburn Parish Council has 2 vacancies to fill.

Members have been emailed two co-option application forms for consideration.

8. To Confirm Eligibility to use the Power of General Competence (General Power of Competence) (Prescribed Conditions) (Order 2012)

The Clerk will give an update on the night.

9. County Councillor Update

10. Year end Accounts for 2024/25

Members are requested to scrutinise and approve the following documents in relation to the Annual Governance and Accountability Return (AGAR) 2024/25 (see appendix A).

- (i) Annual Internal Audit Report
- (ii) Section 1 – Annual Governance Statement
- (iii) Draft Accounts for 2024/25
- (iv) Section 2 – Accounting Statement and Explanation of Variances
- (v) Certificate of Exemption

11. Minutes of the Meeting held on 20th March 2025

Members are asked to approve the above minutes (see appendix B).

12. Matters arising from previous Council meetings

There are no matters arising on this occasion.

13. Town and Country Planning Act 1990

There are no applications to consider on this occasion.

14. Financial Matters

- (i) Members are provided with the payments/receipts list for approval (see appendix C).
- (ii) Members are asked to consider a grant funding request from Hartburn PCC.

15. Digital Voice

A verbal update will be given at the meeting.

16. Any Other Urgent Business

To consider any other urgent business which is for information only.

17. Dates of Future Meetings

The Clerk will circulate dates for future meetings.

Yours sincerely

Miss Dee Smith
10th May 2025