Hartshill Parish Council
Hartshill Community Centre, Church Road, Hartshill, Nuneaton, CV10 0LY
Telephone: 02476 397961
Email: hartshillparishcouncil@gmail.com

Dear Councillor,
I write to inform you that a meeting of Hartshill Parish Council will be held at the Friends Meeting House, Castle Road, Hartshill on Tuesday 1st May 2018 at 6.30 p.m.
You are requested to attend this meeting.
Yours faithfully,

Olwyn Hardy
Clerk to Hartshill Parish Council

	Agenda	**Item**	**Action**
1	Welcome and apologies	To open meeting and record any apologies received	Chairman
2	Procedural items	Please refer to the notes at the end of agenda	HPC
3	Declarations of interest	Please refer to the notes at the end of agenda	Chairman
4	Chairman's Announcement	Please refer to the notes at the end of agenda	Chairman
5	Election of Chairman	To receive nominations for the election of Chairman for the year 2018/19	HPC
6	Declaration of Acceptance of Office	Elected Chairman to sign Declaration of Acceptance of Office	Chairman
7	Appointment of Vice-Chairman	To receive nominations for the appointment of a Vice-Chairman for the year 2018/19	HPC
8	Declaration of Acceptance of Office	Appointed Vice- Chairman to sign a Declaration of Acceptance of Office	Vice-Chairman
9	Community Door knock	Presentation by Lori Harvey Localities and Communities officer North Warwickshire How Parish Councils can be involved	Lori Harvey
10	Reports from Borough and County Councillors	Allocated period of 15 minutes available for County and Borough Councillors to present their reports on parish matters to the Members of the Parish Council	Borough and County Councillors on parish matters
11	Public Question Time	An allocated period of 15 minutes available for members of the public to address the Council.	HPC/Members of the public

12	Hartshill Quarry	To receive an update on activities at the quarry	HPC
13	Minutes of the last meeting	To authorise the signing of the Minutes of the meeting held on 3rd April 2018 as a true and correct record	HPC/Chairman
14	Matters arising	Matters arising from the 3rd April 2018 meeting and not appearing elsewhere on the agenda	HPC
15	Cemetery Matters/ Memorial Applications	To receive information on matters relating to the cemetery	HPC
16	Correspondence	To consider and note correspondence received since the last meeting	
17	Planning Applications	To consider planning applications in possession of the council	
18	Accounts for Payment	To sign receipts/time sheets received and approve accounts for payment	HPC
19	Snowhill Recreation Ground	To receive an update on matters raised by the Members of Hartshill & Nuneaton Joint Recreation Ground Committee	Chair/Vice-Chair
21	Community Centre	To receive an update on the centre	Chairman
22	Annual General Meeting	Agenda for the Hartshill Community Centre User Group – Annual General Meeting 10th May 2018, 2.00 p.m. at the centre	Chairman TS/CS
23	Hartshill Community Library	To receive an update on matters relating to the community library	Chairman
24	GDPR	To receive an update on new data protections laws commencing May 2018	HPC
25	Signage to enhance Hartshill	To consider the purchase and installation of signage to enhance the village	CS/HPC
26	Any other business	To raise matters for discussion without decision or items for the next agenda	HPC
27	Annual Assembly of Parishioners	The Annual Assembly of Parishioners will be held on Tuesday 8th May 2018 6.30 p.m. at the Friends Meeting House.	HPC
28	Next ordinary meeting	Tuesday 5th June 2018 6.30 p.m. at the Friends Meeting House	HPC
29	Close of meeting		HPC

Notes:

1) Councillors are minded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person, or act to gain financial or other material benefits for yourself, your family, a friend or close associate

2) Receipt of Declarations of Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda

Notes on Declaration of Interest:
(i) Any Councillor arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered;
(ii) If a councillor has a prejudicial interest in a matter being discussed at the meeting they must declare this as soon as that interest becomes apparent to them. They should then leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. They must immediately leave the room once they have finished or when the meeting decides that they have finished (if that is earlier). They cannot remain in the room to observe the vote on the matter.

3) Standing Orders provide a fixed timescale for each person to speak and for the matter to be formally referred to, or to be placed on the agenda of the next meeting, or to be responded to by the clerk, or to be noted, in order that there is no discussion at the meeting on a matter that has not been given prior notice of in the agenda. Members of the public wishing to speak should notify the Clerk in advance. If any Councillor receives notice from a member of the public that they wish to speak at a meeting, that Councillor should inform the Clerk prior to the meeting.
(A copy of the Council's Public Participation Scheme is available on request.)

4) In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its Committees when they are open to the public. This does not extend to live verbal commentary.
Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities. People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose. Improper conduct or any disruptive behaviour could result in expulsion from the meeting.
(A copy of the Council's Media Policy is available on request.)