

Dear Councillor,

I write to inform you that a meeting of Hartshill Parish Council will be held on Monday 10th May at 6.30pm at Hartshill Community Centre.

You are requested to attend this meeting.

Yours Faithfully

Olwyn Hardy – Clerk to Hartshill Parish Council

	Agenda	Item	Action	Resolution
1	Welcome and apologies	To open meeting and record any apologies received	GR	
1.1	To accept any apologies received.	To consider any apologies received and record as accepted.	GR	
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	GR	
4	Chairman's Announcement	Please refer to the notes at the end of agenda	GR	
5	Election of Chairman	To receive nominations for the election of Chairman for the year 2021-2022	HPC	
6	Declaration of Acceptance of Office	Elected Chairman to sign the Declaration of Acceptance of Office	Chairman	
7	Appointment of Vice-Chairman	To received nominations for the appointment of a Vice-Chairman for the year 2021-2022	HPC	
8	Declaration of Acceptance of Office	Appointed Vice-Chairman to sign a declaration of Acceptance of Office	Vice-Chairman	
9	Declaration of Acceptance of Office	Councillors to sign Declaration of Acceptance of Office for the year 2021-2022	HPC	
10	Notice of Interests	Councillors to sign Declaration of disclosable Pecuniary Interests form.	HPC	
11.	Public Question Time	Allocated period of 15 minutes for members of the public to address the Council	MOP	
12.	Report from Borough & County Councillors	Allocated period of 15 minutes for County & Borough Councillors to present their reports on parish matters to the Council.	NWBC WCC	
13.	Minutes of the Last Meeting	To approve the minutes of the last meeting and sign as a true record.	Chair	
14.	Correspondence	To receive any correspondence received for the month April/May	HPC	
15.	Accounts for Payment	To authorise expenditure amounting to £8102.89 and to receive financial report for the Month April/May	HPC	
16.	Planning Applications	To consider planning applications in possession of the Council.	HPC	
17.	Notice of Audit.	Internal Audit to take place 25 th May. External Audit: The date for the submission of completed and approved documents is 2 nd July 2021. The period set for the statutory exercise of public rights is 14 th July – 23 rd July 2021. The deadline set for the publication of the Notice of Conclusion of Audit is 30 th September 2021.	CLERK	
18.	Steps to the Hayes	To receive update on Steps to the Hayes.	HPC	
19.	Notice of Annual Assembly of Parishioners	The annual assembly of Parishioners will take place on Monday 17 th May 6.30pm at Hartshill Community Centre.	HPC	
20.	Confidential Item	Members of the public will be asked to leave as the Council discuss an item of confidentiality.	HPC	
21.	Date and Time of Next Meeting	June 7 th 6.30pm Hartshill Community Centre.	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 can 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 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.)