

HINDERCLAY PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting of the Council to undertake the business below.

Nicholas Spring, Clerk to the Council (clerk@hinderclayparishcouncil.gov.uk)

AGENDA

Date: Thursday 13th March 2025

Time: 7.30 pm

Venue: Hinderclay Village Hall

1. Apologies for absence
2. Members' declarations of interests & requests for dispensations, if any
3. Reports from the County and/or District Councillor
4. Council to consider any matters relating to highways, pavements, footpaths and trees not already considered, including village signs and vehicle activated speed signs
5. Public participation session
6. Council to approve as accurate the minutes of the meeting held on 9th January 2025
7. Planning
Council to consider the Parish Council's responses to any planning application consultations notified by the District Council
8. To review progress on the recommendations in the Internal Audit report for 2023/2024

Council to note that:

- a) Financial Regulations were updated during the current year 2024/2025 (November 2024 minutes)
- b) the current Clerk was appointed as both Clerk and Responsible Financial Officer with a standard contract of employment in April 2024, with duties as specified in Standing Orders and Financial Regulations (April 2024 minutes)
- c) a reclaim for VAT payments for the last two years has been submitted to HMRC (March 2025)
- d) the Risk Assessment (June 2024 minutes) has been published on the website
- e) the Internal Controls Statement (June 2024 minutes) has been published on the website
- f) Budget Reports are provided by the Clerk at each Council meeting
- g) documentation has been uploaded to the website to meet the transparency requirements for a smaller council with a turnover under £25,000

Council to consider and adopt

- h) a General Reserves Policy
- i) an updated Data Protection Policy

9. Council to review and re-adopt its Grants Policy
10. Finances
 - a. Council to receive the latest Budget Report
 - b. Council to approve the Payments Schedule
- 11 Council to consider arrangements for the cleaning of the bus shelter and telephone kiosk and also whether in principle to resite the telephone kiosk
12. Information updates from Councillors
13. Council to review any action points raised at previous meetings and not already considered
14. To approve the schedule of meetings for 2025/2026 including the date of the next meeting: Thursday 8th May 2025

The public and press are invited to attend. If you plan to photograph, film or record the meeting please notify the Chair or Clerk in advance.