

MUCH HADHAM PARISH COUNCIL

Fiona Forth
Clerk of the Council
Tel: 01279 861869
e-mail: fionaforthmhpc@gmail.com

40 Calverley Close
Bishop's Stortford
Herts
CM23 4JJ

Notice is hereby given that the Much Hadham ANNUAL Parish Council meeting will be held on **MONDAY, 13 May 2019**, in the **Much Hadham Village Hall, Green Room**, 7:30 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

F M Forth
Fiona Forth, Clerk of the Council

8 May 2019

AGENDA

- 19/71. Election of Chair.
- 19/72. Declaration of Acceptance of Office of Chair.
- 19/73. Election of Vice Chair.
- 19/74. To receive and approve apologies for absence.
- 19/75. Declarations of interest and dispensations.
- 19/76. Notifications of Urgent Business.
- 19/77. Chair's announcements.
- 19/78. Minutes of the meeting held on 2 April 2019.
- 19/79. Reports on outstanding matters and resolutions.
- 19/80. Portfolios, committees and representatives:
 - To review and approve the allocation of portfolios.
 - To review and approve the membership of Committees.
 - To review and approve the representation of the Parish Council on other bodies.
- 19/81. To receive members' reports:
 - (i) Community - Sports Association and Village Hall
 - To receive the playground inspection report from Broadmead Leisure Ltd.
 - (ii) Environment (inc Public Rights of Way)
 - (iii) Highways
 - (iv) Media
 - (v) Neighbourhood Plan
 - (vi) Security
 - (vii) Other
- 19/82. To receive reports from County and District Councillors.
- 19/83. Residents' comments.
- 19/84. Internal Controls
 - To receive the Annual Internal Audit Report 2018/19
(Page 3 of the Annual Governance & Accountability Return 2018/19 and supporting detailed report)
 - To consider and approve the Review of the effectiveness of internal controls for 2018/19

- 19/85. Annual Governance & Accountability Return (AGAR) and Accounts
 To receive and approve the Annual Governance Statement 2018/19
 (Section 1 of the AGAR)
 To receive and approve the Accounting Statements 2018/19
 (Section 2 of the AGAR and Financial Statements)
 To note the explanation of significant year on year variances in the accounting
 statement
 To note the period for the exercise of public rights 2018/19
- 19/86. Financial
 (i) Payment of Accounts
 To authorise for payment the accounts as detailed below
 (ii) Financial Statement
 To receive the current financial position
- 19/87. Planning:
 To receive minutes of the Planning Committee meetings 2 and 16 April 2019
- 19/88. Burial Authority:
 To receive minutes of the Burial Authority meeting 2 April 2019
- 19/89. Staffing Committee:
 To receive minutes of the Staffing Committee meeting 9 April 2019
 To review and approve procedures: Clerk disciplinary and Grievance
- 19/90. Urgent Business
- 19/91. Clerk's information
- 19/92. Confirmation of date of next meeting – Tuesday 4th June 2019 – Green Tye
 Mission Hall

Please be aware that any person may record this meeting.

| PAYMENT OF ACCOUNTS - MAY 2019 | | | |
|---------------------------------------|-------------------------|--|------------------------|
| Chq | Payable to | For | Amount |
| SO | M Windmill | Litter Agency (April) | 334.00 |
| 922 | HATPC | Subscription 2019/20 | 796.61 |
| 923 | Govresources Ltd | Planning advice (NP) | 2,100.00 |
| 924 | BA ICCM | Membership fee relating to cemetery management | 95.00 |
| 925 | E.ON | Lighting for war memorial | 33.98 |
| 926 | BA MH Landscapes | Maintenance at burial grounds Jan - Mar '19 | 540.00 |
| 927 | HAPTC | Training - new Cllr 18/5/19 | 70.00 |
| 928 | Broadmead Leisure | Playground inspection Apr '19 | 60.00 |
| 929 | Auditing Solutions | Internal Audit review 2018/19 | 516.00 |
| 930 | Miss RL Sharp | Pavilion cleaning Oct '18 to May '19 | 749.00 |
| DD | PWLB | Loan repayment | 2,693.73 |
| Total payments | | | <u>7,988.32</u> |