

## HOATH PARISH COUNCIL

### Meeting Notices and Agendas – 5pm on Monday 15<sup>th</sup> May 2023

All members of the public of the Parish of Hoath are invited to attend the statutory Annual Parish Meeting to be held on **Monday 15<sup>th</sup> May 2023 at 5pm**. This is to be followed by the Annual Meeting of the Council, and then the May Council meeting, for the transaction of the business as described in the following agendas:

#### **Annual Parish Meeting at 5pm on Monday 15<sup>th</sup> May 2023**

The Annual Parish Meeting is not a council meeting. It is a meeting of the parish electors and usually takes place between 1 March and 1 June. In practice these meetings celebrate local activities and provide residents in the community an opportunity to meet their Councillors.

##### **Annual Parish Meeting Agenda:**

1. Welcome introduction with refreshments.
2. TO NOTE and acknowledge local activities in and around the parish of Hoath.
3. TO NOTE all clubs and associations associated with the parish of Hoath.
4. To introduce Guest Speaker: Lara Murphy, Dogs Trust, Canterbury.

Meeting concludes to provide an opportunity for residents to meet with their parishioners and councillors, to allow discussion in an informal environment.

#### **Annual Meeting of the Council (to commence no earlier than 6pm on Monday 15<sup>th</sup> May 2023)**

The Annual Council Meeting is when the Parish Council elects a chair and a vice-chair and decides which councillors will lead on particular areas such as planning, highways, neighbourhood plan, etc.

##### **Annual Meeting of the Council Agenda:**

1. TO NOTE the Parish Councillors to be elected for the Parish Council's Uncontested 4-yearly Election on 4<sup>th</sup> May 2023: Imogen Morizet, Adele Wright, Karen Johncock and Sandy Sinclair.
2. TO NOTE appointment of Chair, Vice-Chair and other officers for 2023/2024, (to include signing of Acceptance of Office).
3. Apologies for absence.
4. Declarations of Interests.
5. TO NOTE the accounts and annual return for 2022/23. TO RESOLVE that Hoath Parish Council meets the criteria for 2022-2023 to be an exempt authority, and wishes to be an exempt authority, not subject to a Mazars LLP external auditors review for that year.
6. To receive and approve the End Year Bank reconciliation to 31<sup>st</sup> March 2023.
7. To employ an Internal Auditor to review the accounts and annual return for the year ended 31<sup>st</sup> March 2023. To include review of internal controls; assurance that laws and other regulatory matters have been complied with; risk assessment; consideration of financial impact of litigation or other liabilities or commitments.
8. To discuss date of next Annual Meeting of the Council.

Annual Meeting of the Council concludes, to be followed by the Monthly Meeting of the Council.

## **Monthly Council Meeting – (to commence on completion of the Annual Meeting of the Council)**

**Monthly Council meetings** are where councillors attend to discuss and debate issues that affect the community. They are called by the Clerk who takes minutes which detail the discussion and the resolutions made. They are open to the general public and time is allocated to any questions the public may have.

### **May's Monthly Council Meeting Agenda:**

1. The Chair's opening remarks and a reminder of rules for public participation during the meeting.
2. Apologies for absence.
3. Declaration of Interests.
4. To agree as a correct record the Minutes of the last meeting.
5. Adjournment of the meeting for Parishioners' questions and comments.
6. **KCC and CCC Reports:** To receive the reports of representatives of Kent County Council and Canterbury City Council.
7. **Planning:** To consider any planning matters including:
  - Park Farm Road Prohibition Notice
8. **Report of the RFO:** including bank statements and bank reconciliations to be signed by a Councillor, (not the Chair) and authorisation of payments and initialling of invoices by two councillors:
  - TO NOTE current bank balance
  - TO CONSIDER & APPROVE invoices for payment
  - Correspondence: TO NOTE and review
9. **Councillors' Reports:**
  - To receive reports from Hoath Parish Councillors
    - Cllr Johncock: Tree Planting at Village Green/Car Park
    - Cllr Wright: Coronation Lunch
    - Cllr Wright: Defibrillator fundraising
    - Cllr Morizet: Vacancy for Councillor
    - Cllr. Morizet: Neighbourhood Plan Update
    - Cllr Morizet: Kent Tree Plan
    - TO DETERMINE: Allotment Rent Review.
10. **Date of next meeting:**
  - The next meeting is due on Monday 12<sup>th</sup> June 2023 at 5.30 p.m.