**Annual General Meeting**

 **AGENDA**

1. To receive and accept apologies for absence
2. Closing Chair’s statement of last year
3. Election of Chair and signing of Acceptance of Office and Declaration of Interests
4. Election of Vice Chair and signing of Acceptance of Office and Declaration of Interests
5. HPC Standing Orders & Financial Regulations – to defer until June pending review at May PC meeting
6. Closure of AGM. Parish Council monthly meeting to commence at 7:30pm

**A G E N D A**

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| **E001** | Welcome/Apologies |
| **E002** | Open Forum for Villagers to speak to Councillors with concerns/suggestions etc. |
| **E003** | PCSO Matters |
| **E004** | Declarations of Interest |
| **E005** | Acceptance of Minutes |
| **E006** | Actions arising from previous minutes1. Potholes – monitor & report back at next meeting – PY to update
2. Undertake asset review – RD/RB – defer until further notice
3. Councillor email accounts on Hatton PC Cheshire domain – ST to report back
4. Hosting updates – ST to update on progress
5. Update on Rat situation – RB to update
6. Costings for redesign of shrub beds – PY to update
7. Gateway signs – RD to update
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| **E007** | Clerk Matters **Monthly Action Calendar**1. Effectiveness of internal control and risk assessment reviewed and Minuted
2. Pay CCA subscription - request for payment not yet received
3. Review Creamfields Annual Payment
4. Review HPC Standing Orders & Financial Regulations
5. Prepare
	1. All transactions or expenditure over £100 (excl VAT)
	2. End of year accounts
	3. Annual Governance Statement (AGAR)
	4. Arrange for internal Audit to take place
6. Charity donation from Fun Day proceeds
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| **E008** | Finances, including Financial Monthly Report1. Financial Monthly Report – EMO
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| **E009** | Correspondence Report  |
| **E010** | Technology Matters – Lead ST |
| **E011** | Environment Matters – Lead  |
| **E012** | Planning Matters - Lead JW |
| **E013** | Transport/Road Safety - Acting Lead PY |
| **E014** | Community/Social Activities/Village Communications - Acting Lead RB |
| **E015** | Chair Matters 1. Boundary Review
2. Creamfields
3. Review Roles & Responsibilities of Councillors
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| **E016** | Approval of Parish Council items for Website & items for Social Media |
| **E017** | Councillor issues or Resident issues previously raised with Councillors directly |
| **E018** | Date and time of next meeting – 11TH May 2020 (virtual meeting) |