

Hooe Parish Council Agenda

Telephone: 07548 528754
Email: clerk@hooe-pc.gov.uk
Website: www.hooe-pc.gov.uk
Date: 22nd May 2024

1 Thorne Farm Cottages
Ninfield Road
Bexhill on Sea
East Sussex
TN39 5JP

I hereby give notice that all Councillors are summoned to attend the next Full Parish Council meeting on Wednesday 29th May 2024 at 6pm at the Village Hall when it is proposed to transact the business stated below.

Signed: **J. Warrener – Clerk (Proper Officer/RFO) to Hooe Parish Council**

Public Attendance

The meeting will be conducted in accordance with Standing Orders and any person attending the meeting must abide by these rules. The Parish Council may choose to exclude a person under section 1(8) of the Public Bodies (Admission to Meetings) Act 1960 if a person fails to meet the standards and comply with the Chairman's requests.

Public Questions

Public participation on matters on the agenda are at the chairman's discretion. In accordance with Standing Orders 3(e-k), the session will last for no longer than 10 minutes with a person speaking for no longer than 2 minutes.

Any other question should be put in writing to the Clerk in advance of the next meeting. Any questions raised for items listed on the agenda that cannot be answered at the Council meeting will be brought forward to the next Council meeting for response.

End of public participation

Business To Be Transacted

1. **The retiring Chairman to take the chair and announce first business to be the election of the Chairman of the parish Council for the year.**

To receive nominations.

The nominated Chairman to read and sign the declaration of acceptance of office.

2. **The Chairman to announce the election of the Vice Chairman of the Council for the year.**

To receive nominations.

The nominated Vice Chairman to read and sign the declaration of acceptance of office.

3. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (1)

4. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.

5. **Minutes of the Previous Meetings** to be agreed and signed as a true record.

To approve and sign the minutes of the Extra Ordinary Meeting held on Monday 29th April 2024 as a true record.

- 6a. **In accordance with Standing Order 5jix to receive for adoption the Standing Orders, Financial Regulations and Financial Risk Assessment.**

- 6b. **In accordance with Standing Orders 5jv to agree the council's Scheme of Delegation**

- 6c. **In accordance with Standing Orders 5jxiv to confirm the arrangements for insurance in respect of all insurable risks and consider the insurance quotation due for renewal on the 1st June 2023.**

6. In accordance with Standing Order 4e the following Committees will be constituted for the year 2024/25 where all Councillors will be members.

Planning Committee, Village Hall Project Committee, Parish Land Committee, Staffing Committee and Complaints Committee.

8. In accordance with Standing Order 5v and 5vi to delegate to the relevant Committee the selection of the Chairman and Vice Chairman and to agree the Terms of Reference.
9. To set up a Grants Working Party with Councillors and the local community as members and the terms of reference to be determined by the Parish Council.
10. To review the Councillor Surgery meeting for 2024/25
11. Representative for External Groups

In accordance with Standing Order 5jxi to agree that the arrangements for reporting back be through Parish Council reports at Full Council Meetings.

East Sussex Association of Local Councils

Wealden District Association of Local Councils

Wealden District Council Southeast Parish Cluster

Sussex Police & Speed Watch

12. In accordance with Standing Orders 5jxxi to determine the dates, time and place of meetings of the council including the next annual meeting of the council.

All Council meetings are to take place at the village hall at 7pm on:

Monday 08/07/2024	Monday 16/12/2024	Wednesday 28/05/2025 AGM & APM
Monday 19/08/2024	Monday 27/01/2025	
Monday 30/09/2024	Monday 10/03/2025	
Monday 11/11/2024	Monday 28/04/2025	

13. To receive reports from:

- a. County Councillor
- b. District Councillor/s
- c. Saint Oswald's Church

14. To consider quotations to appoint a new payroll provider.
15. To agree for the internal auditor to assist the Clerk to close down of the Finance system in April 2025.

16. **Financial Matters for Consideration and Resolution**

- a. To receive payments for approval.
- b. To receive finance reports for noting.

Matters to be brought forward for consideration to the next meeting.

The date of the next meeting

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.