Horne Parish Council

**www.horne-pc.org.uk**

Clerk: Angela Baker 1 Newhouse Terrace Station Road, Edenbridge, Kent TN8 6HJ

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**Members are summoned to the**

**AGM of Horne Parish Council**

**to be held on Thursday 19th May 2022 at 6.30pm**

**Newchapel Cricket Pavillion**

Angela Baker, Clerk

**A G E N D A**

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during a meeting that has not been disclosed under this item, the member must immediately disclose it.

**3.**  **Procedural Matters**

**3.1** To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office

**3.2** To elect the Vice Chairman and to receive the Vice Chairman’s Declaration of Acceptance of Office

**3.3** To accept the Declaration of Acceptance of Office from Horne Parish Councillors

**3.4** To accept the Declaration of Interests from all Horne Parish Councillors

**4. PUBLIC QUESTIONS AND STATEMENTS**

Members of the public, and members with prejudicial interests on items on the agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the agenda. The total time designated for public questions shall not exceed Ten minutes unless directed by the Chairman of the meeting.

**5. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 25th April 2022** (previously distributed)

**6. TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS**

6.1 County Councillors

6.2 District Councillors

**7. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA - none**

**8. ADMINISTRATION**

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| **8.1** | Councillors to confirm the Standing Orders to be adopted for the municipal year 2022/23 [click here](https://www.horne-pc.org.uk/Media/Standing%20Orders%20-%20adopted%205.5.21.pdf) |
| **8.2** | Councillors to confirm the Financial Regulations to be adopted for the municipal year 2022/23 [click here](https://www.horne-pc.org.uk/Media/Financial%20Regulations%20-%20adopted%205.5.21.pdf) |
| **8.3** | Councillors to confirm the Code of Conduct to be adopted for the municipal year 2022/23 [click here](https://www.horne-pc.org.uk/Media/Code%20of%20Conduct%20-%20adopted%205.5.21v2.pdf) |
| **8.4** | Councillors to review and agree the risk assessment and Asset Register for 2022/23 - Note cricket club now added |
| **8.5** | Councillors to approve the insurance policy is adequate for the coming year – cricket club now added to policy from renewal – as agreed April 22 meeting. (Circulated) |

Do Councillors to confirm receipt and approve the Standing Orders, Code of Conduct and Financial Regulations 7.1- 7.4

Do Councillors to confirm the Insurance Policy with Zurich is acceptable for 2022 – 2023?

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| **8.6 Committees** |
| To agree in accordance with Standing Order the terms of reference for the Human Resources and Cricket Club Committees |
| To confirm as per Standing Orders that members are to be appointed to the Human Resources and Cricket Club Committee for the 2022/23 municipal year.  Alison, Mark, Philip, Steven - CC  Alison, Richard and Amelia – HR |

Do Councillors to confirm approve the committee and members for 2022-2023?

**8.7**

**To consider changing HPC bank from Lloyds to unity trust – Unity Trust Bank has a better system in place for banking in our sector and clerk recommends changing - Do council agree to bank change.**

**9. PLANNING**

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| **Application:** | 2021/1795 |
| **Proposal:** | Retention of vehicle crossover and tarmac hardstanding for permanent access (retrospective) |
| **Location:** | 8 The Plantation, West Park Road, Newchapel, Lingfield, Surrey, RH7 6HT |

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**10.FINANCIAL**

10.1 To approve monthly payments for May 2022

£841.99 Clerks Salary HMRC -£20.42 Pension £23.85

£278.00 Invoice from AOL for cooker and fridge purchase for CC (circulated)

CC kitchen sockets - invoice to follow

£195 fairlight consulting – Auditor

£210 - Centenary Hall hire – Final invoice.

10.2 To approve payments for April 2022 – as per the finance document (circulated to all councillors)

**11. Meeting Dates**

**June 20th 2022**

**July 18th 2022**

**August – planning only - TBC**

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| **INFORMATION FOR COUNCILLORS *(for noting and including on future agendas)*** |
| Councillors to note the internal audit was carried out on the 4th May 2022 report to be shared in June meeting |