

# **HORTON PARISH COUNCIL**

Notice is hereby given that the  
**ANNUAL PARISH MEETING**  
of the **PARISH OF HORTON** will be  
held at Champney Hall, Stanwell  
Road, Horton. SL3 9PA  
**at 7.30pm on TUESDAY 24<sup>TH</sup> MAY  
2022**

Followed by the  
**ANNUAL MEETING OF HORTON  
PARISH COUNCIL**  
**at approximately 8pm**  
**also at Champney Hall**

## **ANNUAL MEETING OF HORTON PARISH COUNCIL:**

This is an annual meeting to carry out those things that only need doing once a year. This must be held between 1<sup>st</sup> May and 31<sup>st</sup> May (except in an election year when it must be held within 14 days of the Monday after the election)

### **Purpose of the Annual Meeting of the Parish Council**

The purpose of the meeting is so that the Parish Council can elect a chair and vice chair for the next 12 months, and appoint representatives to local, borough and national bodies, and agree various annual items

### **Who can attend the meeting?**

The Annual Meeting of the Parish Council is a public meeting of the Parish Councillors. Anyone may attend but only Parish Councillors may speak and vote. Members of the public will be invited to speak at the end of the meeting but are limited to 2 minutes (please see Meeting Rules and Public Participation document on the website) Please feel free to submit any questions in advance

### **Will I be able to ask questions and make suggestions?**

Questions and suggestions from members of the public are generally only invited at the end of the meeting and will be, time permitting, answered by the Chair, the Clerk to the Council, or a designated Councillor. More complicated issues may be answered after the meeting

### **Who will chair the meeting?**

The appointed Chair (or Vice Chair) of the Parish Council will generally chair the meeting after item 2

### **Will Parish Councillors be there?**

They will all have been invited to attend

**NOTE:** Meeting Rules apply (available from the Parish Council website under PUBLICATIONS).

**Clerk to the Council.** Mrs Jayne Kennedy, C/O Champney Hall, Horton, SL3 9PA

**Email** [Clerk@HortonParishCouncil.Gov.uk](mailto:Clerk@HortonParishCouncil.Gov.uk).

**I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:** [www.HortonParishCouncil.gov.uk](http://www.HortonParishCouncil.gov.uk)

## Annual Meeting of Horton Parish Council (AMPC)

### Agenda

**TUESDAY 24<sup>TH</sup> MAY 2022 by Zoom starting at approximately 8:00pm**

<b>1</b>	Welcome and introductions Present, and apologies, and declaration of interest:
<b>2</b>	<b>The election of the Chair of the Parish Council:</b> Nominations to be sought for the position Chair to sign the Declaration of Office form
<b>3</b>	<b>The election of the Vice Chair of the Parish Council:</b> Nominations to be sought for the position
<b>4</b>	<b>Committees and responsibilities:</b> To consider whether any committees are appropriate for the forthcoming year To appoint Cllrs to lead on, Planning, Finance, flags, policies, flytipping, parking issues, play equipment, Greens, water course and flooding, staffing and training
<b>5</b>	<b>To appoint representatives to other parish bodies:</b> <ul style="list-style-type: none"> <li>• Champney Hall Management Committee</li> </ul>
<b>6</b>	<b>To appoint representatives to appropriate bodies and / or to agree to subscribe where applicable:</b> <ul style="list-style-type: none"> <li>• DALC</li> <li>• BALC</li> <li>• LAANC</li> <li>• Neighbourhood Action Group</li> <li>• RBWM Flood Forum</li> </ul>
<b>7</b>	<b>To note the following annual or long term contracts have been awarded:</b> <ul style="list-style-type: none"> <li>• Greens maintenance</li> <li>• Internal Auditor</li> <li>• Payroll Services</li> <li>• Web hosting</li> <li>• Insurance</li> </ul>
<b>8</b>	<b>Clerk and RFO's salary:</b> <ul style="list-style-type: none"> <li>• To note the 2021/2022 NALC/SLCC agreed pay increase for Part-time Clerks (if available) and to agree to implement it.</li> <li>• To record the Clerk and RFO's salary</li> </ul>
<b>9</b>	<b>Chair's allowance:</b> to agree the Section 137 permitted expenditure by the chair
<b>10</b>	<b>Banking arrangements.</b> To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.
<b>11</b>	<b>Insurance Cover.</b> To note the proposed insurance cover and decide whether it is adequate. To agree the payment of the Insurance Premium.
<b>12</b>	Audit Requirements Annual Governance and Accountability Return for the Year ending 31 March 2021. <ul style="list-style-type: none"> <li>• To receive a report from the Clerk and the RFO.</li> <li>• To note the Annual Internal Audit Reports from the Internal Auditor (if available).</li> <li>• To review Section 1 (Annual Governance Statement 2018/19) of the Annual Return.</li> <li>• To review Section 2 (Accounting Statements 2018/19) of the Annual Return.</li> <li>• To approve the current reserves</li> </ul>
<b>13</b>	<b>Councillors' Declarations of Pecuniary Interest:</b> to be distributed and signed in front of the clerk (when practicable)