

Higher Kinnerton Community Council

Clerk: Mrs. Elizabeth Corner (Tel: 01244 660277 Email: liz@higherkinnerton.org.uk)

You are summoned to attend the annual meeting of Higher Kinnerton Community Council to be held on **Tuesday 21st May 2024 at 6.30 p.m.** The business to be transacted is set out in the agenda below.

To access and attend the meeting please log-in to HKCC Microsoft Teams and follow the instructions to join the meeting. If you are a member of the public and wish to attend the meeting, please contact the Clerk in advance of the meeting via email at liz@higherkinnerton.org.uk or via telephone on 01244 660277.

Yours sincerely,

EA Corner - Clerk, Higher Kinnerton Community Council – 16th May 2024

AGENDA

- (1) **ELECTION OF CHAIRMAN - and arrangements for receiving declaration of acceptance of office**
- (2) **ELECTION OF VICE-CHAIRMAN – and arrangements for receiving declaration of acceptance of office**
- (3) **APOLOGIES FOR ABSENCE / REASON GIVEN**
- (4) **DECLARATIONS OF INTEREST - to receive any declarations of interests from Members.**
- (5) **TO APPROVE THE MINUTES OF MEETING HELD ON 16TH APRIL 2024**
- (1) **UPDATES FROM THE MINUTES OF THE MEETING HELD ON 16TH APRIL 2024**
- (2) **MEMBERS CODE OF CONDUCT - to confirm adherence to the Code of Conduct**
- (3) **TO REVIEW & ADOPT THE COUNCIL'S STANDING ORDERS**
- (4) **TO REVIEW & ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**
- (5) **TO REVIEW & APPROVE THE COUNCIL'S INSURANCE POLICY** (Clerk to provide a report)
- (6) **CORRESPONDENCE** (to review correspondence as detailed in the associated report)
- (7) **TO REVIEW AND APPROVE THE COUNCIL'S Model Publication Scheme, Model Local Resolution Protocol, Electronic Communications & Acceptable Use Policy, Complaints Policy, Dignity at Work Policy, Bullying & Harassment Policy, Vexatious Complaints Policy, Equalities Policy and Privacy Policy**
- (8) **ACCOUNTS FOR PAYMENT** (to approve payments in accordance with May payment schedule)
- (9) **TO RECEIVE REPORTS IN RELATION TO:**
 - **COMMUNITY**
 - a. **Street Scene update**
 - b. **Allotment Water Leak Update**
 - c. **New Planters**
 - d. **Main Road Recreation Ground – Dragon Sports & Baby and Toddler Family Fun Day**
 - **COMMERCE /GOVERNANCE**
 - a. **Approval of Accounts for 2023/2024**
 - b. **To receive 2023-2024 year-end bank reconciliation & budget monitoring reports** (Clerk to provide a report)
 - c. **2023-2024 audit arrangements update** (Clerk to provide a report)
 - d. **2024-2025 budget update & bank reconciliation** (Clerk to provide a report)
 - e. **Asset Register – to approve and adopt the updated asset register**
 - f. **Council's Annual Report for 2023-2024 – approval and publication requirements**
 - g. **Confirmation of Council meeting dates for 2024-2025**
 - **COMMUNICATION - Newsletter, Website & Facebook Updates**
 - **PLANNING - To review planning applications and decisions received since April meeting.**
- (10) **CHAIRMAN'S REPORT**
- (11) **REPORTS FROM MEMBERS**
- (12) **TO CONFIRM DATE OF NEXT MEETING**