

# Higher Kinnerton Community Council

Clerk: Mr. Dewi Jones (Email: [dewi@higherkinnerton.org.uk](mailto:dewi@higherkinnerton.org.uk))

You are summoned to attend the annual meeting of Higher Kinnerton Community Council to be held on **Thursday 21st May 2026 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 [dewi@higherkinnerton.org.uk](mailto:dewi@higherkinnerton.org.uk)

Yours sincerely,

*D Jones* - Clerk, Higher Kinnerton Community Council – *16<sup>th</sup> May 2026*

## 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 provide an opportunity for Members to declare any personal and/or prejudicial interests in any item on the agenda)
- (5) **TO APPROVE THE MINUTES OF MEETING HELD ON 21<sup>st</sup> APRIL 2026**
- (6) **UPDATES FROM THE MINUTES OF THE MEETING HELD ON 21<sup>st</sup> APRIL 2026**
- (7) **MEMBERS CODE OF CONDUCT** - to confirm adherence to the Code of Conduct
- (8) **TO REVIEW & ADOPT THE COUNCIL'S STANDING ORDERS**
- (9) **TO REVIEW & ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**
- (10) **TO REVIEW & ADOPT THE COUNCIL'S FINANCIAL RESERVES POLICY & PROCUREMENT FRAUD PROCEDURE**
- (11) **CORRESPONDENCE** (to review correspondence as detailed in the associated report)
- (12) **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, Privacy Policy Disciplinary Policy, Sickness Policy, Grievance Policy, Employee Expenses Policy**
- (13) **ACCOUNTS FOR PAYMENT** inc. payment to members in accordance with Democracy & Boundary Commission Annual Remuneration Report 2026–27 (to approve payments in accordance with May payment schedule)
- (14) **TO RECEIVE REPORTS IN RELATION TO:**
  - **COMMUNITY**
    - a. To receive updates and agree any actions required
  - **COMMERCE /GOVERNANCE**
    - a. Approval of Accounts for 2025/2026
    - b. To receive the 2025-2026 year-end bank reconciliation & budget monitoring reports
    - c. Council's Annual Report for 2025-2026 (to note and agree publication requirements)
    - d. Confirmation of Council meeting dates for 2026-2027
    - e. Councillor Vacancy and Co-option Process (to receive update and agree actions required)
    - f. Recruitment and appointment of permanent Clerk to HKCC (to receive update and agree actions required)
  - **COMMUNICATION**
    - a. Newsletter Production and Advertising (to receive update and to discuss production and advertising arrangements and agree actions required)
  - **PLANNING** - To review planning applications and decisions received since April meeting.
- (15) **CHAIRMAN'S REPORT**
- (16) **REPORTS FROM MEMBERS** (to receive information items only relevant to HKCC)
- (17) **TO CONFIRM DATE OF NEXT MEETING**