



Horndean Parish Council

NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 13 MAY 2024 at 7.00 P.M IN JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

07 May 2024

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence.
4. To receive any Declarations of Interest.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council meeting held on 15 April 2024, and the Extraordinary Council meeting held on the 22 April 2024.
7. To receive and approve the Orders for Payment (April attached).
8. To consider and approve the reappointment of the Internal Auditor for 2024/25.
9. To review and approve the adoption of the Scope of Internal Audit.
10. To receive and consider the Conflict of Interest Declaration – BDO (External Auditors).
11. To receive and consider the Parish Plan 2024/25.
12. To receive and consider the proposed training in respect of Planning Applications/Reports.
13. Receipt of nomination to existing committees and election of Chairman to Committees

14. Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.
15. Review of delegation arrangements to committees, sub committees, employees and other local authorities.
16. Review the terms of reference for committees.
17. Review of adoption of appropriate standing orders and financial regulations.
18. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
19. Review of representation on or work with external bodies and arrangements for reporting back.
20. Confirmation of arrangements for insurance cover in respect of all insured risks.
21. Review of the Councils and/or employees' memberships of other bodies.
22. Review the Councils complaints procedure.
23. Review the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation.
24. Review the Councils policy for dealing with the Press/Media.
25. To confirm bank mandates and signatories for Accounts.
26. To note the total precept requirement in respect of 2024/25 being £469,786.
27. To review the Investment Strategy.
28. To note the next scheduled meeting of the Council being the 17 June 2024.