



HANHAM PARISH COUNCIL

THE ANNUAL MEETING OF HANHAM PARISH COUNCIL WILL TAKE PLACE ONLINE ON **WEDNESDAY 5TH May 2021 AT 7:30pm VIA ZOOM**

Public access via zoom video conferencing link

<https://zoom.us/j/92266663421?pwd=cWNzOEt4dVN1YzkwS8vY0JwdTh1UT09>

Meeting ID: 922 6666 3421

Password: 426930

On-line Meeting Etiquette for Members of the Public – All members of the press and public wishing to join the meeting should join and remain on 'mute'. It would be helpful if members of the public could advise the Clerk in advance of the meeting (by email) that they wish to address Parish Councillors during the Public Participation section of the meeting (Agenda item 10). During Public Participation members of the public should raise their hands/identify themselves, at which point they will be invited by the Chairman to speak.

Chairman for this Meeting – Cllr. I Richardson

Clerk for this Meeting – Mrs Nicola Little

AGENDA

- 1. Election of The Chairman for the Year 2021/2**
- 2. Chairman's Remarks**
Welcome by the Chairman
- 3. Urgent Actions**
To ratify the decisions and payments made by the Clerk under the Scheme of Delegation
- 4. Apologies for Absence**
- 5. Declaration of Interest and Request for Dispensations**
Members who have Disclosable Pecuniary Interests or Other Non-Disclosable Pecuniary Interests to declare are asked to:
 - a) State the item number in which they have an interest
 - b) State the nature of the interestPlease note if an interest of this nature is declared the Member will not be permitted to speak on the item and must leave the room for the duration of the debate and the vote on the item.
- 6. Election of the Vice Chairman for the Year 2021/22**

7. To Appoint Members to serve on the undermentioned committees

- a) Planning Committee (minimum 4)
- b) Finance Committee (minimum 4)

8. To Appoint Representatives to other bodies

- a) ALCA
- b) Guardian for the Defibrillator
- c) Hanham Business Community Partnership
- d) Hanham Community Centre, Management Committee
- e) Hanham and Longwell Green Community Engagement Forum
- f) Hanham Common Fayre Committee
- g) Newsletter Working Group
- h) Remembrance Service Co-ordinator
- i) Town and Parish Council Forum
- j) Any other groups

9. Confirmation of Minutes

To confirm the minutes of the meeting of the council held on 7th April 2021

10. Adjournment for Public Participation

Any resident of the Hanham Parish area or persons affected by decisions taken by the Council may address this meeting (for no more than five minutes) to present a petition or make a statement. Anyone wishing to film/record the meeting should refer to the media policy prior to attendance at www.hanhampc-pc.gov.uk

- a) Items from the public
- b) Report from the District Councillors

11. Reconvene Meeting

12. Finance

- a) Verbal financial report from the Chair of Finance

13. Annual Return for Year Ended 31st March 2020/21

- a) To receive the Financial Statement for 20/21
- b) To approve Section 1 of the Annual Governance Statement for 20/21
- c) To approve Section 2, Accounting Statements for 20/21

14. Annual Review of the Following

- a) Standing Orders
- b) To receive and approve the asset and inventory register of council property
- c) Council insurance policy
- d) Risk Assessments - bus shelter, home working and financial risks
- e) Policies;
 - Document Retention and Destruction Policy
 - Information and Data Protection Policy
 - Social Media and Electronic Communication Policy
 - Management of Transferable Data

15. To Reaffirm Eligibility for the General Power of Competence

To duly note the criteria has been met, with at least two thirds elected councillors and a Clerk holding a sector specific recognised qualification.

16. Matters Arising

Ongoing -Electric car charging points in Laburnum Road car park

17. Correspondence Received

18. Resolution to return to Physical Meetings

To determine the risks involved in returning to physical meetings from 17th May 2021 and consider alternative options if necessary.

19. Members Points of Information

All matters to be notified to the Chair prior to the meeting

20. Date of next meeting

NICOLA LITTLE.....Clerk to the Council

Enquiries to: Clerk to the Council, Nicola Little, 10 Tyler Close, Hanham, Bristol, BS15 9NG .

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