



Hartlebury Parish Council

Clerk to the Council – L Cleaver
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To Members of Hartlebury Parish Council

Notice is hereby given for an **EXTRAORDINARY MEETING** of the Parish Council and will be held on **Tuesday 20th June 2023 commencing at 7.00pm at Hartlebury Parish Hall, Waresley Court Road, Hartlebury, DY11 7TQ** All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

BUSINESS OF THE AGENDA

1. APOLOGIES

To receive apologies and to approve reasons for absence.

2. DECLARATIONS OF INTERESTS

2.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

2.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.

- 2.3 To declare any Other Disclosable Interests on items on the Agenda and their nature, councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.
- 2.4 Failure to register or Declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

3. ADJOURNMENT OF THE MEETING

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

Adjournment of Meeting to hear from: -

- 3.1 Questions from members of the public (a maximum of 15 minutes in accordance with Parish Council's Standing Orders for members of the public to submit comments or raise questions regarding matters on the agenda or for future consideration.

4. MINUTES OF MEETING

None.

5. COUNCILLOR MEMBERSHIP GROUPS AND EXTERNAL BODIES.

- 5.1 To remove current restrictions for Cllrs joining groups (Attached)
- 5.2 To include a planning group (Attached).

6. OFFICIAL SOCIAL MEDIA ACCOUNTS

To set up official HPC social media accounts (Attached)

7. WEBSITE AND EMAIL ADDRESSES TO GOV.UK DOMAIN

- 7.1 To have standard email addresses (Attached)
- 7.2 Creation of protocol for storage and archiving (Attached)

8. TO ESTABLISH A COMMUNITY PROJECT WORKING PARTY.

To establish a community project working party (Attached)

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for the financial year to 31st March 2023 (Attached).

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statement for the financial year to 31st March 2023 (Attached).

11. NEW CLERKS ADVERT

Advertisement for the role of Clerk/RFO.

12. LOCKUP/STORAGE FACILITY

Lockup/storage facility for Council files/cabinet.

- 13. DATE OF NEXT MEETING Tuesday 4th July 2023**, all agenda items to be presented to the Clerk no later than Tuesday 20th June 2023

UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PUBLIC AND PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM.

14. DATA PROTECTION COMPLAINT.

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Agenda signed by:-

Cllr K Arnott Chairman

Cllr L Tarleton-Hodgson.....

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Cllrs K Arnott (Chairman), C Atkinson, J Cosham, A Evans, E Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, K Pratt, A Scheps, L Tarleton-Hodgson.