



MUCH HOOLE PARISH COUNCIL

NOTICE OF MEETING: Annual Meeting of the Parish Council and the May 2024 Council Meeting

You are hereby summoned to attend the Meeting of the Annual Meeting and May Meeting of Much Hoole Parish Council to be held at **7.30pm** on **Wednesday 8th May 2024**. The meeting will be held at **The Lodge** at St Michaels and All Angels Church, Liverpool Old Road, PR4 5JQ.

AGENDA

1.	Welcome New Parish Clerk: To welcome the new Parish Clerk & Responsible Financial Officer – Amy Evans
2.	Apologies for Absence: To receive apologies.
ANNUAL MEETING	
3.	Election of Chairman: To elect the Chairman for the forthcoming year.
4.	Election of Vice Chairman: To elect the Vice Chairman for the forthcoming year, if a Councillor wishes to take on the role (Note: the Council does not have to have a Vice Chairman).
5.	Annual Review of Policies and Practices: To resolve to review at future meetings in the coming year: Standing Orders, Financial Regulations, Risk Management Policy, Complaints, Grievance and Disciplinary Procedures, Fixed Asset Register, Insurance Arrangements, Press/PR policy, Code of Conduct; and any other policies as defined in the adopted Standing Orders and Financial Regulations.
MAY COUNCIL MEETING	
6.	Declaration of Interests and Dispensations: to declare any personal or pecuniary interest in respect of matters contained in this agenda, or brought up at any point in this meeting.
7.	Minutes of the Previous Meeting: To approve the minutes of the Council meeting held on 3rd th April 2024 as being true and accurate.
8.	Matters Arising from those Minutes not covered elsewhere on this agenda a) Council to note that Cllr R Lea has written letters to the unsuccessful applicants for the role of Clerk/Financial Officer. b) Chairman to sign the Contract of Employment for the new Clerk/Financial Officer, Amy Evans.
9.	Public Time: To invite and listen to issues raised by members of the public.
10.	Correspondence from members of the public: To discuss correspondence received from members of the public.
11.	Reports from other meetings and information on Future Events: The Council will receive reports from meetings where Councillors have attended as representatives and to discuss upcoming events that Councillors will be attending as representatives.
12.	Village Hall a) To receive and note a report on the progress of The Village Hall.
13.	Off Road Cycle Track a) To consider any updates on the Cycle track and resolve any actions required. b) To review progress and costs incurred by Cycle Track Lengthsman C Hewitt in respect of recent and planned track maintenance and improvement and reaffirm approval to proceed with the final stage.. The circulated report from C Hewitt to be tabled. c) To note the decision made in the January 8 th Council meeting to order a second picnic table for installation after the concrete base has been laid at a cost of £899 plus VAT..

14.	<p>Finance</p> <ul style="list-style-type: none"> a) Council to sign off the Bank reconciliation for the end of April attached to this agenda. b) Council to note the receipt of £17,530 from South Ribble Borough Council on 3rd May so the total balance in all three bank accounts as of 4th May is £46,697.68. c) Council to note the Financial Planning statement for 2024-25 circulated by Cllr R Lea. d) Council to authorise the following payments: <ul style="list-style-type: none"> • Lengthsman invoice for April in the amount of £351.30 – invoice attached. • Renewal of Microsoft Office 365 on the Clerk/Financial Officer laptop of £59.99 pa subscription due 30/05/2024. • Hall hire invoice from Hoole Village Memorial Hall for £40.00.
15.	<p>Insurance</p> <p>The current insurance expires on 1st June, 2024. On 1st June 2021 the Council committed to a three-year deal which set a discounted premium of £479.79 which expires on 31st May 2024. The Council is asked to resolve that the Clerk/Financial Officer renew the insurance at the best premium that can be negotiated when the renewal notice is received.</p>
16.	<p>Parish Clerk and Financial Officer</p> <ul style="list-style-type: none"> a) To review and, if thought appropriate, to approve the Training/Familiarisation plan produced and circulated by Cllr R Lea. b) To listen to new clerk Amy Evans' progress and plans and deal with any concerns or questions she wishes to put to the Council. c) To discuss recommendation from Clerk Amy re Laptop servicing quote of £75. d) To discuss the whereabouts of the Chairman's Chain of Office
17.	<p>Footpaths & Gardens</p> <ul style="list-style-type: none"> a) To receive an update on the maintenance of footpaths. b) To review progress on discussions with South Ribble Borough Council in respect of flooding, fruit trees, a live Christmas tree and the 'tired' looking children's play area at the Trafalgar Garden.
18.	<p>Planning: None for the period, week beginning 8 April 2024 to week beginning 29 April 2024.</p>
19.	<p>Items for next agenda</p>
20.	<p>Date of Next Meeting: To agree the date of the next Parish Council meeting being either Monday 10th June or Monday 17th June to be held at The Venue, Much Hoole, PR4 4QA.</p>