

HOLT PARISH COUNCIL
Clerk to Council: C Lightfoot, 1 Pool Cottages, Holt Heath, WR6 6NA

To Members of Holt Parish Council

You are duly summoned to attend the Annual Meeting of Holt Parish Council to be held at 7.30 pm on Thursday 16 May at 7.30 pm in Holt Village Hall.

AGENDA

1. **Welcome to new Councillors and signing of Declaration of Office.**
2. **Election of Chairman and signing of Declaration of Chairman's Office.**
3. **To consider apologies and to approve reasons for absence.**
4. **Election of Vice Chairman.**
5. **Declarations of Interest.**
 - (a) **Register of Interests: All Councillors must complete a register of interests.**
 - (b) **To declare any Personal Interests in items on the agenda and their nature.**
 - (c) **To declare any Prejudicial Interests in items on the agenda and their nature.**
 - (d) **Written requests for the Council to grant a dispensation (s33 of The Localism Act 2011) are to be passed to the Clerk at least 4 clear days prior to the meeting.**
6. **To note Standing Orders.**
7. **To note the Code of Conduct.**
8. **To review the Council's Financial Regulations, Risk Assessment and Insurance Requirements.**
9. **To approve the minutes of the previous Parish Council Meeting held on 18 April 2019.**
10. **To consider Matters Arising from previous Parish Council Meeting:-**
 - (a) **Parking on Cherry Orchard and The Heath – current status.**
 - (b) **Village Hall refurbishment – update.**
 - (c) **VAS project – update.**
 - (d) **P3 Scheme – report from Clerk.**
 - (e) **Planning Application (19/00492/FUL Ball Mill Bungalow, Main Road, Hallow, WR2 6LS. Construction of new storage shed on existing brownfield land) – discussion.**
11. **Finance**
 - a) **To note the current bank balances.**
 - b) **To consider payments in accordance with the attached schedule.**
 - c) **To review the actual spend against budget.**
12. **To discuss Co-option process for outstanding Councillor Vacancy.**
13. **Correspondence for Information.**
To note the attached appendix of items.
14. **Date of next meeting.**
To confirm the date of the next meeting which is scheduled for 20 June 2019.

Signed

Caroline Lightfoot - Clerk to Holt Parish Council

**HOLT PARISH COUNCIL
OPEN MEETING
TO BE HELD IN HOLT VILLAGE HALL
ON THURSDAY 16 MAY 2019 AT 8.00PM.**

- 1. REPORT BY POLICE COMMUNITY
SUPPORT OFFICER.**
- 2. REPORT BY DISTRICT COUNCILLOR MRS
PAM CUMMING**
- 3. REPORT BY COUNTY COUNCILLOR MR
PHILIP GROVE**
- 4. REPORT ON PARISH MATTERS**
- 5. PRESENTATION OF ACCOUNTS**
- 6. QUESTIONS**

Signed

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**Caroline Lightfoot (Clerk)
12 May 2019**