**21LHPC04acm Little Horkesley Parish Council**

**NOTICE OF ANNUAL MEETING**

**I HEREBY GIVE YOU NOTICE THAT YOU ARE SUMMONED TO ATTEND** the Annual Meeting of the Little Horkesley Parish Council to be held at Little Horkesley Village Hall on Monday 17th May 2021 at 7:30pm.

**This meeting of the Parish Council is open to the public, but due to social distancing measures, members of the public will be required to join via *Teams Videoconferencing*.**

**Members of the public and press are welcome to attend but will need to contact the Parish Clerk to arrange an invitation to the Teams video call.**

Joanna Petersen (Parish Clerk)

01206 273 145

clerk@littlehorkesleypc.com

# 1. Election of the Chairman

**2. Declaration of Acceptance of Office**

**3. Election of Vice Chairman**

# 4. Apologies

**5. Declaration of Pecuniary or Non-pecuniary Interests in relation to items on the agenda.**

**6. Minutes**

To approve the minutes of the Annual Meeting held on 8th May 2019 as an accurate record.

To approve the minutes of the Ordinary Meeting held on 26th April 2021 as an accurate record.

**7. Public Questions**

Members of the public are invited to address the Council, give their views and question the 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 Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with an individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

**8. Thank you**

1. To thank Councillor Anne Brown for her support as Councillor for Constable Division for Essex County Council

**9. Councillor Responsibilities**

1. To review the current allocation of councillor responsibilities.

**10. Chairman’s Report**

**11. Playground**

1. To receive an update on the installation of the picnic benches
2. Update on renewal of the playing field lease

**12. Roads & Verges**

1. To note potholes in the Parish

**13. Bus Shelter**

1. Update on the renovation of the noticeboard

**14. Website / Social Media**

1. Receive an update on the Accessibility Statement
2. To receive an update on cloud storage options for the parish council documents.

**15. Affordable Homes**

1. To receive an update from Chris Exley

**16. Risk**

1. To review the Risk Register

**17. Finance**

1. Update on end of year finances and AGAR
2. To approve the updated Asset Register

***Invoice Approval***

To Approve the following invoices:

* Came & Co (Insurance) £643.34

To note expenditure approved by the Chair and the Clerk

* J Petersen (April Salary) £174.00

**18. Correspondence**

**19. Items for the Next Agenda**

**…………………………………………………………………………….. (J Petersen – Clerk)**

**10.05.2021**

# ……………………………………………………………………………… (Date)

**Date of the next Parish Council Meeting Monday 21st June 2021 at Little Horkesley Village Hall.**

**The Public and Press are cordially invited to be present**

**Little Horkesley Parish Council**

Parish Clerk: Joanna Petersen

Email: [clerk@littlehorkesleypc.com](mailto:clerk@littlehorkesleypc.com) Website: [www.littlehorkesleypc.com](http://www.littlehorkesleypc.com)