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**Council Meeting**

**Agenda**

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

To the **MEMBERS OF Full Council**,you are hereby summoned to attend the **Annual Council Meeting** on **Tuesday, May 9, 2023,** at **19:00 - 21:30** in the **Roy Underdown Pavilion, Baron Road, Hamble, Hants** for the transaction of business as set out in the agenda below.

This meeting is open to members of the public. If you wish to participate you should contact the Clerk at Parish Office via [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Minute reference for the meeting will follow the following format +item number.

**AGENDA**

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| 1 Welcome to Annual Parish Meeting |

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| 2 Chair's opening statement and a MINUTE’S silence in memory of, and to honor Tony Ryan. |

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| 3 Election of Chair for 2023/24 |

To receive nominations for the election of Chair of the Council for the year 2023/24 and for the Chair to sign the acceptance of office form.

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| 4 Apologies for Absence, declaration of interets and dispensations |

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| 5 Approve the minutes of the last meeting |

Minutes from the 11th April 2023

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| 6 Public session |

To allow members of the public to address the Council with issues of interest or concern.  The protocol for this is attached.

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| 7 Election of Vice Chair for 2023/24 |

To receive nominations for the Vice Chair for 2023/24

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| 8 Governance Review |

Each year the Council is required to review its working arrangements for the year.  This includes:  
  
Dates for meetings, membership of committees/working groups and the election of chairs for each.  
Exceptional Council meeting 22nd May 2023 to confirm the Annual Governance and Accounts Return 2022/23  
Date of the Annual Parish Council for 2024  
Review of Standing Orders and Financial Regulations  
Review of Media Policy, Customer Complaints Policy, Equality Statement.   
Review Insurance cover  
Approve the Asset Register  
Policies and documents can be found and reviewed on the website.

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| 9 Cemex Update |

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| 10 Recommendations from Committees or working groups |

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| 10.1 Update on recruitment |
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To receive an update on the recruitment process.

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| 10.2 Communication Working Group |

To agree the implementation of a move to an e-verison of the newsletter plus a limited distribution for those unable to access e versions.

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| 11 Follow up from the previous meeting |

Funding of CAB

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| 12 Finance and Accounts |

To approve the list of payments for March and April.  
End of year accounts will be carried out on Friday 5th May followed by the Audit on Monday 15th May.  An additional Council meeting will be called for Monday 22nd May 2024 to sign off the end of year accounts, the audit and to sign off the Annual Governance and Accounting Return before the departure of the Clerk on the 26th May 2024.  This avoids asking a locum or the newly appointed clerk to sign off a previous years accounts. Reconciliations and other monthly reports will also be provided at this meeting.

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| 13 Exempt Business |

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| 14 Retention of consultant |

Clerk to leave the meeting for the discussion. To approve the contract terms attached.

**Dated:** Thursday, 04 May 2023

**Signed:** Amanda Jobling, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.