HUNSTON PARISH COUNCIL
Together we can make a difference

I hereby give notice that the Annual Meeting of Hunston Parish Council is to be held on Monday 19 May 2025 and will take place in the Annexe at the rear of Hunston Village Hall commencing at 6.30pm

All members of Hunston Parish Council are hereby summoned to attend.

Members of the Public: Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

AGENDA

34/25C Election of the Chairman (including signing of Declaration of Office).

35/25C Chairman's welcome.

36/25C Election of a Vice Chairman.

37/25C Public Session
The public session which, at the Chairman's discretion may last up to 15 minutes, is to enable members of the public to ask questions of and make comments to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next Parish Council meeting. Members of the public are asked to restrict their questions and/or comments to three minutes.

38/25C District and County Councillor reports on matters affecting the Parish
To receive reports from and where appropriate raise questions with District and County Councillors.

39/25C Apologies for absence.
To receive apologies for absence.
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a members absence shall be accepted.

40/25C Declarations of Interest and Code of Conduct
To receive declarations of interest on any items on the Agenda
To receive Councillors confirmation of any changes to Register of Interests forms
To consider any dispensation requests made to the Clerk

41/25C Consent to receive summons
To confirm consent under the Local Government Act 1972 Schedule 12 paragraph 10(2)(b) to receive summons to attend the meeting in electronic form.

42/25C To confirm the appointment of the Responsible Financial Officer
To confirm the Clerk's continued Role as Responsible Financial officer.

43/25C To appoint Standing and Statutory Committees.
To confirm the membership of the Parish Council's Planning Committee, Staffing Committee, the events working group and any other committee or working group deemed necessary.

44/25C To appoint Parish Council representatives to various outside organisations
To consider the appointment of Councillors to attend meetings of WSLAC, CDALC, Manhood Peninsula Partnership, GLaM and SWiSH Groups.

45/25C Policy Adoption and Review
To confirm the use of existing Standing Orders, Financial Regulations and other Policies adopted by the Council and note the need to review these throughout the year.

46/25C Minutes
To confirm and sign the Minutes of the Council meeting held on 17 March 2025.

47/25C Actions Update
To receive an update on actions agreed at the last meeting not on this agenda.

48/25C External Meetings
To receive reports from external meetings attended by Councillors and approve any recommendations made.

49/25C Communications
To receive an update on communications to residents, village events that have taken place and consider future events in the village.

50/25C Hunston Village Hall
To any quotes received and agree the next steps for the Village Hall.

51/25C Clerk's Report and correspondence
To receive an update on general correspondence and ongoing tasks.
To finalise the arrangements for the Annual parish Meeting.

52/25C Finance
- To receive a financial report on the year ended 31 March 2025
- To receive and approve the Internal Audit Report for the year ended 31 March 2025
- Annual Return 01/04/2024 – 31/03/25 – To approve the Annual Governance Statement.
- Annual Return 01/04/2024 – 31/03/25 – To approve the Statement of Accounts.
- To confirm the dates for the Notice of public rights
- To confirm regular payments made by Direct Debit or Standing order.
- To approve the Schedule of Payments and Receipts
- To approve the Bank Reconciliation
- To approve the Budget Monitoring Statement.

53/25C Staffing matters
To receive an update on staffing matters.

54/25C Items for noting or referral to a future meeting.

C A Smith

Signed_____ Date 13 May 2025
Parish Clerk

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting[1]

[1] Public Bodies (admission to meetings) Act 1960