

## Hartshill Parish Council

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### TO ALL ELECTORS OF HARTSHILL

**You are invited to take part. It will be held on Tuesday 2nd May 2021, 6.30pm at Friends Meeting House, Hartshill.**

**Chairman Councillor Roberts**  
**Chairman of Hartshill Parish Council**

**24<sup>th</sup> April 2023**

**The Parish Assembly may by law discuss all parish affairs and pass resolutions on them.**

	Agenda	Item	Action
1	<b>Welcome and apologies</b>	To open meeting and record any apologies received	GR
2	<b>Procedural items</b>	Please refer to the notes at the end of agenda	GR
3	<b>Declarations of interest</b>	Please refer to the notes at the end of agenda	GR
4	<b>Chairman's Announcement</b>	Please refer to the notes at the end of agenda	GR
5	<b>Approval of Minutes of Annual Assembly 2022</b>	To approve minutes of the Annual Assembly 2022	HPC
6	<b>Chairman / Councillor Reports</b>	Chairperson Councillor Roberts to report on activities of the Council for the year 2022-23	Chair/HPC
7	<b>Annual Accounts of Hartshill Parish Council</b>	Annual Financial Report for the year ending 2022-23	CLERK
8	<b>Report from County &amp; Borough Councillors</b>	To receive an update from County & Borough Councillors for the year 2022-23	MB
9	<b>Public Participation</b>	Electors of the Parish are invited to raise matters with the Council.	MOP

#### Notes:

1) Councillors are minded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person, or act to gain financial or other material benefits for yourself, your family, a friend, or close associate

2) Receipt of Declarations of Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda

#### Notes on Declaration of Interest:

(i) Any Councillor arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered;

(ii) If a Councillor has a prejudicial interest in a matter being discussed at the meeting they must declare this as soon as that interest becomes apparent to them. They should then leave the room, unless members of the public can make representations, give evidence, or answer questions about the matter, by statutory right or otherwise. They must immediately leave the room once they have finished or when the meeting decides that they have finished (if that is earlier). They cannot remain in the room to observe the vote on the matter.

3) Standing Orders provide a fixed timescale for each person to speak and for the matter to be formally referred to, or to be placed on the agenda of the next meeting, or to be responded to by the clerk, or to be noted, in order that there is no discussion at the meeting on a matter that has not been given prior notice of in the agenda. Members of the public wishing to speak should notify the Clerk in advance. If any Councillor receives notice from a member of the public that they wish to speak at a meeting, that Councillor should inform the Clerk prior to the meeting.

(A copy of the Council's Public Participation Scheme is available on request.)

4) In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media to report on the proceedings of a meeting of the Council or its Committees when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities. People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose. Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

## **Aa23**

(A copy of the Council's Media Policy is available on request.)