

## **HALEBANK PARISH COUNCIL**

**ALWAYS PUTTING THE PEOPLE OF HALEBANK  
FIRST**

Clerk to Council: Christine Southern

Website: <https://www.halebankpc.org>

Email: [clerk@halebankpc.org](mailto:clerk@halebankpc.org)

### **NOTICE OF ANNUAL MEETING OF HALEBANK PARISH COUNCIL**

#### **MONDAY 22 MAY 2023 - HALEBANK YOUTH CLUB – BAGULEY AVENUE**

Members of Halebank Parish Council are hereby summoned to attend the Ordinary Meeting of the Council to be held at Halebank Youth Club on **Monday 22 May 2023** at **8:00pm** for the transaction of business as set out in the agenda below.

Members of the press and public are welcome to attend.

Christine Southern, Clerk to the Parish Council 12 May 2023

1. **Welcome and Introduction**
2. **Election of Chairperson of the Parish Council 2023/2024**
3. **Appointment of Deputy Chair of the Parish Council 2023/2024**
4. **Appointment of Committees**
5. **To receive and accept apologies for absence**
6. **Completion of declaration of acceptance of office form and signing of Pecuniary interest forms.**
7. **To agree schedule of meetings for 2023/2024**
8. **To agree proposed Councillor and Clerk Training 2023/2024**
  - 8.1 *Code of Conduct Training*
  - 8.2 *Roles and Responsibilities*
  - 8.3 *Introduction to becoming a Councillor.*
9. **Co-option of Councillor**
10. **Declaration of Interests**

*Members are reminded of their responsibility to declare any personal or prejudicial **interest**.*
11. **Minutes of Previous Meetings**

*To confirm the minutes of the Full Council meeting 3 April 2023*

12. **Ratification of Policies**
13. **Clerks Report**  
*Clerk to update meeting on any new initiatives or events since meeting held on 3 April 2023.*
14. **Police Report**  
*To receive any up-to-date report from PCSO*
15. **Ward Councillors Report**  
*To receive report from Ward Councillors.*
16. **Public Forum**  
*Opportunity for members of the public to ask questions or make comments about items on the agenda. There is a time limit of 3 minutes per person for this session.*
17. **To agree and sign the Annual Governance Statement & Return**
18. **Finance**  
*To approve accounts submitted for payment.*
19. **Planning Applications**  
*To consider any new planning application received.*
20. **Planning updates**  
*To receive updates on planning application currently being addressed by The Parish Council Planning Consultants.*
21. **Correspondence**
22. **Vacancies**  
*To discuss action to be taken regarding current vacancies.*
23. **Community Improvement**  
*To receive updates on action taken by PC regarding Community Improvements*
24. **Police Report**  
*To receive any up-to-date report from PCSO*
25. **Chairpersons Closing comments.**
26. **To Confirm proposed date and time of next meetings.**