

Hilton Parish Council
Clerk: Mrs Clare Orme, P O Box 8094, Swadlincote, Derbyshire. DE11 1FR
Tel: Office 01283 730969 – Mobile 0771 9599132
Email: clerk@hiltonparishcouncil.org.uk

Date: 19.05.2014

You are summoned to attend the Annual Hilton Parish Council Meeting to be held at 6.30pm on Wednesday 28th May 2014 at Hilton Village Hall.

Yours sincerely

CM Orme

Mrs Clare Orme
Clerk to Hilton Parish Council

AGENDA

PART 1 - NON EXEMPT INFORMATION

- 1. Election of the Chairperson for the year 2014/2015 and the completion of the Declaration of Acceptance of Office**
 - 2. Election of the Vice Chairperson for the year 2014/2015 and the completion of the Declaration of Acceptance of Office**
 - 3. To receive apologies for absence**
 - 4. Variation of the Order of Business**
 - 5. Declaration of Members' Interests.**
- b) Members must ensure that they complete the Declaration of Members Interest sheet prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
- c) Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
- 6. Public Speaking.**
- a) At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members of the Council to comment on any matter already on the agenda. Where a member indicates they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comments were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).

- b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
- c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

7. Chairpersons Report 2013/2014

8. Election of Committees and Representatives to other Bodies for the year 2014/2015

Hilton Parish Council Committees:

A) Community Services – Clerk recommendation to be discussed in full Council

- Community Information and Publicity

B) Finance – Clerk recommendation, all Councillors to sit on this Committee

- Fees for the use of Parish Council Facilities
- Allocation of Grant Funding to Local Organisations
- Suggested Amount of Annual Precept
- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts

C) Environment and Green Space – Clerk recommendation to be discussed in full Council

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Groundsman and Lengthsman's Report

D) Village Infrastructure – Clerk recommendation to be discussed in full Council

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

E) Recreation and Leisure – Clerk recommendation to be discussed in full Council

- Provision and maintenance of sport and leisure facilities
- Children play equipment
- Parish Council owned Parks and Landscaping

Council representatives on outside bodies.

- Etwall Area Meeting and Safer Neighbourhoods– **Chair and Vice Chair**
- Toyota Liaison – **Chair and Vice Chair**
- The Mease Management Committee – **1 member of Hilton Parish Council**
- Marston on Dove Relief in Need Charity – **1 member of Hilton Parish Council and the**

Clerk to Hilton Parish Council

- Hilton Dog Walking Group – **1 member of Hilton Parish Council**
- Flood Liaison – **Clerk recommendation to decide who will attend when required**
- DCC – Parish and Town Liaison Forum – **Clerk recommendation to decide who will attend when required.**
- SDDC – Joint Meeting with Parish Councils – **Clerk recommendation to decide who will attend when required.**

9. Completion of the Declaration of Acceptance of Office for all other Members of the Council.

10. Adoption of the following Hilton Parish Council Policies and Procedures.

- a. **Adoption of the Local Authority Code of Conduct for the year 2014/2015**
- b. **Adoption of the Financial Regulations for the year 2014/2015**
- c. **Adoption of the Internal Control Policy for the year 2014/2015**
- d. **Adoption of Hilton Parish Councils Standing Orders 2014/2015**
- e. **Adoption of the Complaints Procedure for the year 2014/2015**
- f. **Adoption of the H&S Policy for the year 2014/2015**
- g. **Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2014/2015**
- h. **Adoption of the Data Protection Policy for the year 2014/2015**
- i. **Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2014/2015**
- j. **Adoption of the Information Security Policy for the year 2014/2015**
- k. **Adoption of the Internal Policy relating to the delivery of Services for the year 2014/2015**
- l. **Adoption of the Record Management Policy for the year 2014/2015**
- m. **Adoption of the Parish Council Risk Assessment system for the year 2014/2015**
- n. **Adoption of the CCTV Policy and Procedure for the year 2014/2015**

11. Date of the next Annual Meeting of Hilton Parish Council