



HALLOW PARISH COUNCIL

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Councillors,

You are duly summoned to attend the next **ANNUAL PARISH COUNCIL** meeting of Hallow Parish Council on **MONDAY 15TH May 2023** at **18.45 p.m. at Hallow Village Hall** where the following business will be transacted:

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

AGENDA

1. **Apologies for Absence**
2. **Election of Chairman and signing of Declaration of Acceptance of Office**
3. **Election of Vice Chairman**
4. **Declarations of Interest**
 - a. **Register of Interests:** Councillors are reminded of the legal requirement to submit new register of interest declarations to Malvern Hills District Council (forms to be circulated to each Member)
 - b. **To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.**
 - c. **To declare any Other Disclosable Interests in items on the agenda and their nature.** Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest, which falls with the terms of paragraph 12(4)(b) of the Code of Conduct and who have not been granted a Dispensation, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
5. **Election of Representatives: including Members Responsibilities and Interests**

To remain as currently allocated and with those outstanding to be postponed until additional councillors are recruited.
6. **Risk Assessment Review and Risk Management Inspections**

To be taken in September
7. **Audit of meeting performance**
8. **Annual Return for the year ended 31st March 2023**
9.
 - a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return. Members to consider and review effectiveness of internal procedures/audit conducted across entire year.
 - b. To consider and Motion to approve Section 1 of the AGAR - the Annual Governance Statement.
10.
 - a. **To consider Section 2 of the AGAR - Accounting Statements. Previously distributed for consideration.** Chairman and Clerk to give a briefing on the Accounting Statements and confirm that she RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting 16/05/2023
 - b. **Motion to approve Section 2 of the AGAR - Accounting Statements.** Chair only to minute, sign, and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2023
 - c. Approval and signature of the Declaration that the statement of accounts is unaudited (externally).
 - d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.
 - e. To approve allocation of reserves (in format required by External Auditor)

Date of Next Meeting:

Annual Council Meeting of Hallow Parish Council to be confirmed in April 2024.

Agenda Published on 5th May 2023