

Clerk to the Council: Emma Fulham

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22nd April 2025

To: The Councillors of Hartfield Parish Council

You are required to attend the Annual Parish Council Meeting of Hartfield Parish Council to be held on Tuesday 6th May 2025 at Goods Yard House as 7:30pm

There will be a period of fifteen minutes for questions from members of the public and for reports from County and District Councillors if supplied to be noted.

**The AGENDA is as follows**:

1. To appoint Chairman 2025/26
2. Receive Declaration of Acceptance of Office from Chairman
3. Election of Vice Chairman for year 2025/26
4. To accept apologies for absence.
5. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
6. To Approve Minutes from Parish Council meeting held on 3rd March 2025.

1. Matters Arising.
2. To consider co-option to the Council.
3. Appointment of Committees and Representatives to other Authorised Bodies
4. To approve the following Council documents:
5. Council Standing Orders.
6. Council Financial Regulations.
7. Code of Conduct.
8. Council published policies.
9. Power of General Competence

Part 1 of the Localism Act 2011 applies a general power of competence to local authorities in England.

Section 1 (1) of the Act provides that “a local authority has power to do anything that individuals

generally may do”. The power extends to ‘eligible’ parish councils. Under the *Parish Councils (General*

*Power of Competence) (Prescribed Conditions) Order 2012* (SI 2012/965), an ‘eligible’ parish council is

one in which at least two-thirds of the members have been elected (i.e. not co-opted), and in which the

clerk has completed one of a specified range of training courses.

Recommendations:-

(a) To confirm that Hartfield Parish Council has a Clerk with a Certificate in Local Council

Administration including the General Power of Competence and that two thirds of the Council has been elected.

(b). To adopt the Power of General Competence.

1. Correspondence.
2. Finance
3. To receive and approve the internal audit report
4. To approve the AGAR – Accounting Statements
5. To approve the AGAR – Accounts 2024/25
6. To approve the bank reconciliation for 2024/25
7. To approve regular payment schedule and direct debits for 2025/26
8. To approve signatories and banking arrangements for 2025/26
9. To accept the account summary 2025/26
10. To approve expenditure as itemised on the schedule.
11. To ratify Committee Minutes
12. Planning
13. Items for Reporting or Inclusion in Future Agendas.

**Dates of Next Meetings:**

2nd June 2025.