

# HOPTON AND COTON PARISH COUNCIL

## NOTICE OF MEETING

WEDNESDAY 14<sup>TH</sup> JUNE 2023

Email: [hoptonandcotonparishclerk@gmail.com](mailto:hoptonandcotonparishclerk@gmail.com)

Website: [www.hoptonandcotonparishcouncil.org.uk](http://www.hoptonandcotonparishcouncil.org.uk)

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 14<sup>th</sup> June 2023 at 7:00pm at Hopton Village Hall, Wilmore Hill Lane, Hopton, Stafford ST18 0AW.**

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

*A. Mclean*

Angela Mclean

Parish Clerk

Date of Notice: 29<sup>th</sup> May 2023

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## AGENDA

### PUBLIC PARTICIPATION TIME

- 02.1 Welcome and introduction by the Chairman
- 02.2 Introduction of Stafford Town Football Club representative, Tim Gray, Football Team Manager
- 02.3 Review and signing of the contract between Hopton and Coton Parish Council and Stafford Town Football Club for the hire of the playing field
- 02.4 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 02.5 Close of Public Participation Time

### PARISH COUNCIL MEETING

- 02.6 To receive and approve apologies
- 02.7 Record declarations of interest from Councillors
- 02.8 To consider the minutes from the Parish Council Meeting held on Wednesday 10<sup>th</sup> May 2023
- 02.9 To receive an update on the HS2 Agreement
- 02.10 To receive an update on the statement of intent between Parish Council and the CIO, which will be released when the offer is legal and secure
- 02.11 To review the areas required for maintenance at the Village Hall
- 02.12 To follow up on the planned expenditure on the Defibrillators in the Community
- 02.13 Further update on the parish board to be situated at Redrow and discuss risk assessment requirements and final quotes
- 02.14 To consider any planning matters
- 02.15 To review the asset register and land registry
- 02.16 To discuss the records storage of Hopton and Coton Parish Council records
- 02.17 To discuss and action a TEAMS account for remote meetings and SIM card for Parish Clerk phone to ease communication
- 02.18 To discuss Councillor training
- 02.19 To receive an update on the Parish Council bank account access and signatories
- 02.20 To set a date and plan for the working group meeting in order to update the Parish Council policies
- 02.21 Financial Matters
  - 02.21.1 To consider the schedule of payments
  - 02.21.2 To consider matters related to the Internal Audit Report for the financial year 2022-2023
- 02.22 To consider and approve the Annual Governance and Accountability Return for the financial year 2022-2023
- 02.23 To sign the Governance Statements (AGAR Page 4)
- 02.24 To sign the Accounting Statements (AGAR Page 5)
- 02.25 To confirm the dates for the Period for the Exercise of Public Rights; Date of Notice 16<sup>th</sup> June 2023, to end on 28<sup>th</sup> July 2023
- 02.26 Close of Parish Council meeting

**END**