

**Great and Little Hampden Parish Council**  
**Memorial Hall, Memorial Road Great Hampden HP16 9RF**

**To Members of the Council: You are hereby summoned to attend** a meeting of Great and Little Hampden Parish Council **Tuesday 7 March 2023 commencing at 6.00 pm.** The meeting will take place at the Memorial Hall.

Members of the public wishing to attend in person should read and comply with the notes attached to this notice.

**To Members of the Public and Press:** You are invited to attend the meeting aforementioned.

*Nick Baxter*

**Nick Baxter - Clerk to the Council – 28 February 2023**

<b>AGENDA</b>	<b>Proposed Timings</b>	<b>Submitted by</b>	<b>Inputs</b>
<b>1. Formalities</b>			
a) To NOTE any received apologies for absence and DECIDE whether to accept any such apologies	1 Min	All	Verbal
b) To RECEIVE declarations of interest in items on the agenda ( <i>In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-pecuniary interests and to consider and grant any dispensation requests</i> )	1 Min	All	Verbal
c) Members of the Public and Press are invited to address the Council	10 Mins	Chair	Verbal
<b>2. Minutes and matters arising</b>			
a) To APPROVE the Minutes of the Meeting held on 3 January 2023	1 Min	Clerk	Prev circ
b) To DISCUSS matters arising from the Minutes of the Meeting 3 January 2023 that are not covered in the Minute Action Tracker	2 Min	Clerk	Prev circ
c) To REVIEW the Minute Action Tracker and to RECEIVE a report from the Clerk on matters not covered elsewhere in the agenda or Minute Action Tracker	10 Mins	Clerk	To follow
<b>3. Finance</b>			
a) To CONSIDER and APPROVE the financial pack and bank reconciliation	4 Mins	Clerk	To follow
b) To CONSIDER and APPROVE the regular monthly payments, payments made since the last meeting and payments to be made	4 Mins	Clerk	To follow
<b>4. Reports</b>			
a) To RECEIVE a crime report	5 Mins	Clerk	To follow
b) To RECEIVE reports from Councillors (not covered elsewhere)	2 Mins	All	Verbal
c) To RECEIVE a report from the Clerk on items (not covered elsewhere)	2 Mins	Clerk	Verbal
<b>5. Planning</b>			
a) To CONSIDER for response any planning applications since the previous meeting and RATIFY any decisions previously made via email	2 Mins	Clerk	Prev circ
b) To RECEIVE an update on any RECEIVED and/or DECIDED planning applications and appeals	2 Mins	Clerk	Verbal
<b>6. Strategy</b>			
a) Policies			
i. To CONSIDER and APPROVE employee salaries for the forthcoming year	2 Mins	All	To follow
ii. To CONSIDER and APPROVE the internal auditor for the forthcoming year	2 Mins	All	To follow
iii. To CONSIDER and APPROVE the Fixed asset register	2 Mins	All	To follow
iv. POLICY REVIEW: Model Councillor Code of Conduct	5 Mins	All	To follow
<b>7. Correspondence</b>			
a) To REVIEW items of correspondence received since the last meeting			
i. To CONSIDER correspondence from a Parishioner regarding footpath signage	2 Mins	Clerk	To follow
<b>8. Urgent items</b>			
a) To NOTE any items to be added to the next agenda.	2 Mins	All	Verbal
<b>9. Next meeting</b>			
a) To AGREE the date of the next meeting (4 April 2023)	2 Mins	All	To follow

1 hr 13 Mins
--------------