

# HUTTON HENRY & STATION TOWN PARISH COUNCIL

Mrs L Hall, Clerk, 8 Jamieson Terrace, South Hetton, Co Durham DH6 2SR  
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You are hereby summoned to attend the **ANNUAL MEETING** of the **HUTTON HENRY & STATION TOWN PARISH COUNCIL** to be held at the Parish Hall on **MONDAY 15 MAY 2023** immediately following the conclusion of the Annual Assembly of Electors which is scheduled to commence at 6.30pm

## AGENDA

1. **To elect Chair for ensuing year**
2. **To appoint Vice Chair for ensuing year**
3. **Apologies for absence**
  - 3.1 To agree apologies for absence.
4. **Declarations of interest**
5. **The Minutes of the Meeting held on 17<sup>th</sup> April 2023**
  - 5.1 To agree the minutes
  - 5.2 Update from the Clerk
6. **Public Participation**
7. **Correspondence**
8. **To appoint an Internal Auditor**
9. **Representatives on Outside Bodies**
10. **Parish Report**
  - 10.1 Parish Update
  - 10.2 Cemetery Report
  - 10.3 Allotments
11. **Police Report**
  - 11.1 To review the Police Report
  - 11.2 PACT Meetings

## **12. Planning Proposals**

12.1 To review planning proposals:

DM/23/00306/FPA Site of Former Station Hotel Public House, Front Street, Station Town, TS28 5DP, Construction of 3 dwellings.

## **13. Citizens Award**

13.1 To discuss nominations and prizes awarded.

## **14. Finance**

14.1 Expenditure 17/04/23 – 14/05/23

14.2 Income 17/04/23 – 14/05/23

14.3 Bank Balance and Reconciliation

14.4 To agree and sign the payroll SLA for 23/24

## **15. Annual Internal Audit Report 2022/23**

15.1 To consider and agree the Internal Audit

## **16. Accounting Statements 2022/23**

16.1 To consider and approve the statement of accounts and asset register

## **17. Kings Coronation**

17.1 Update from Councillors & Clerk

## **18. Family Funday**

18.1 Update from the Clerk

## **19. Litter Picking**

19.1 To discuss organising a community litter pick

## **20. Flower Planters**

20.1 To agree where to move the planters due to repeated vandalism

## **21. Spring Garden Competition**

21.1 To judge entries for the spring garden competition

## **22. Cemetery Cottage**

22.1 To update the council regarding the selective licensing application

22.2 To discuss plans for future upgrades

## **23. Policies & Procedures**

23.1 To agree the following council policies and procedures

- Standing Orders
- Financial Regulations
- Risk Management
- Assets Policy

*L Hall*

Clerk to the Council