

HEYSHOTT PARISH COUNCIL

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Council and its Committees

Summons to: B Adler, J Constanduros, R Harris, S Hook, F Mackay and C Weeks

Invitation to: Nicholas Pailthorpe

From: Jane Crawford, Clerk and RFO

Re: **NOTICE OF HPC Annual Meeting**

To be held: **ON TUESDAY 12 May 2026 at 7.00 pm at Cobden Hall**

AGENDA

1. **ELECTION OF CHAIRMAN and to receive the declaration of acceptance of office**
2. **ELECTION OF VICE CHAIRMAN and to receive the declaration of acceptance of office**
(FM 4 years in July)
3. **APOLOGIES FOR ABSENCE**
4. **CO-OPTION of Nicholas Pailthorpe**
5. **MEMBERS' RESPONSIBILITIES**
Finance and General Purposes
Planning
Environment:
PROWs
Communications
Highways
Amenities to include pavilion, seats, bus shelter, notice board, litter & salt bins
6. **APPOINTMENTS:**
Internal Auditor
Website
Data Protection Officer – Clerk
Clerk
7. **APPOINTMENT OF HPC REPRESENTATIVES TO:**
Cobden Hall Charity Trust
Playground committee
Bonfire committee
8. **REVIEWS**
Standing Orders 2025, including the Code of Conduct – no notified changes
Financial Regulations 2025 – no notified changes
Procedures for handling complaints; requests under Freedom of Information Act 2000:
Publication Scheme; Privacy notice
Risk assessment form (for HPC work parties and litter picking and for events)
Review for Council's policy for dealing with the press/media: Chairman deals with press, newsletter and public; Clerk deals with publicity press releases with HPC approval.
Review insurance policy – year 2 of 3 year agreement RH
Confirm membership of WSALC
9. **TO CONFIRM MEETING DATES FOR 2025/2026**
Tuesdays
2026: 14 July, 15 September*, 10 November,
2027: 12 January, 9 March, (Wednesday 14 April Annual Parish Meeting),
18 May HPC Annual Meeting and HPC meeting**

* Week 3 in September because of holidays
**In election year the meeting must be 3 clear days after the Monday following the previous Thursday's election when the CDC/unitary authority councillors are sworn in hence 3rd Tuesday