

**All Parish Councillors are duly summoned to attend  
the Annual Meeting of Houghton Parish Council to be held  
on Tuesday 16<sup>th</sup> May 2023 at 19.00  
Venue: Houghton Village Hall**

**AGENDA**

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman's Welcome**
- 4. Apologies for Absence**
- 5. Declarations of Interest**  
To declare an interest in any items of business on this agenda.
- 6. To agree the accuracy of the minutes of the meetings held on:**
  - a) 7<sup>th</sup> March 2023 – Full Council Meeting
  - b) 20<sup>th</sup> March 2023 – Extraordinary Meeting
- 7. Borough and County Councillor Reports**  
To receive Borough and County Cllr reports.
- 8. Notification of Made Order – PPO 5051 Houghton**  
To consider submitting a representation.
- 9. Planning –**  
To propose a response to be submitted to TVBC in relation to planning applications recently received, if any.
- 10. Council policies, documents, GPC and meeting dates:**
  - a) *To be reviewed, amended, if required and adopted:*  
Standing Orders, Financial Regulations, Internal Control Procedures, Risk Assessments and Management Schedule, Members' Code of Conduct, Register of Assets, Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy and Grant Awarding Policy.
  - b) *To review expenditure under the General Power of Competence in 2022/23.*
  - c) *To confirm the Council's eligibility and invoking the General Power of Competence.*
  - d) *To agree a Schedule of Meeting Dates for 2023/24.*
- 11. Insurance**  
To review and approve the quotation for insurance cover from BHIB under the 3 year agreement, due on 1<sup>st</sup> June 2023 – renewal cost for 2023-24 is £565.19.
- 12. Community Engagement Questionnaire**  
To receive updates and consideration of proposals:
  - War Memorial – annual maintenance and repair/refurbishment.
  - Play area improvement and maintenance, including consideration of quotations for regular cleaning.
  - Dog Waste Bins – to consider purchase, service contract and siting of additional bins.
  - Provision of Wild Spaces.
- 13. Finance**
  - a) To propose acceptance of the financial statements for the periods 1<sup>st</sup> to 31<sup>st</sup> March and 1<sup>st</sup> to 30<sup>th</sup> April 2023.
  - b) To approve the Annual Statement of Accounts for 2022/23.
  - c) To consider a funding application for upkeep and maintenance received from Houghton Village Hall – £660.00 requested.
  - d) To consider a funding application for churchyard maintenance received from the PCC – £1000.00 requested.
  - e) To approve the Schedule of Payments.
- 14. Next Meetings**  
Extraordinary Meeting – Internal Audit and AGAR – 6<sup>th</sup> or 13<sup>th</sup> June 2023 at 19.00  
Full Council Meeting – Tuesday 4<sup>th</sup> July 2023 at 19.00