



**Parish Councillors are summoned to the Annual Meeting of
Ewyas Harold Group Parish Council
at the Pavilion, Ewyas Harold on Friday 2nd May 2025 at 6.40pm**

The Public and Press are cordially invited to attend.
This meeting may be recorded under Standing Order 3l

Agenda

- 1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office form**
- 2. To elect the Vice-Chairman of the Council**
- 3. To accept any apologies for absence and note the reason**
- 4. To record any Declarations of Interest and consider any Requests for Dispensations**
- 5. To remind Councillors to review their Register of Interests forms and make Herefordshire Council aware of any alterations.**
- 6. To consider approval of minutes of Parish Council meeting held on 8th April 2025 including the confidential minutes**
- 7. Open Session - To receive the views of residents on parish matters**
- 8. To review committee structures, areas of responsibility, and to appoint members to serve as required: -**
 - 8.1 To note the Cllr meetings attendance record for 2024-25
 - 8.2 Cllr who undertakes finance check / bank reconciliation
 - 8.3 Bank Signatories
 - 8.4 Parish Footpaths Officer
 - 8.5 Parish Tree Warden
 - 8.6 Finance Working Group
 - 8.7 Highways Working Group
 - 8.8 Kemble Centre Working Group
- 9. To review the Group Parish Council policies and (re)adopt**
 - 9.1 Standing Orders – Appendix 1
 - 9.2 Code of Conduct – Appendix 2
 - 9.3 Financial Regulations – Appendix 3
 - 9.4 Risk Schedule Assessment and Finance Controls – Appendix 4
 - 9.5 Risk Management Policy – Appendix 5
 - 9.6 Publication Scheme – Appendix 6
 - 9.7 Asset Register – Appendix 7
 - 9.8 Reserves Policy – Appendix 8
 - 9.9 Equality Policy – Appendix 9
 - 9.10 To consider agreement to continue to comply with the Transparency Code
 - 9.11 To remind councillors of self-disqualification law
 - 9.12 To confirm eligibility to act under the General Power of Competence and confirm intention to do so.
- 10. Finance:**
 - 10.1 To consider the End of Year 2024-25 finance report and bank statements. – Appendix 10
 - 10.2 To consider and approve Internal Audit report – Appendix 11
 - 10.3 To consider and approve the Annual Return Governance Statement – Appendix 12
 - 10.4 To consider and approve the Annual Return Accounting Statements – Appendix 13

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- 10.5 To confirm the dates of the period for the exercise of public rights
- 10.6 To review the parish council insurance policy and decide on any amendments required
- 10.7 To consider the internal auditor for 2025-26
- 10.8 To consider continuing to use the “payments and receipts” accounting method for 2025-26 and the use of BACS payments
- 10.9 To consider the clerks delegated authority to make payments of up to £1500 between meetings as required
- 10.10 To confirm the following variable direct debits for continued payment this coming year
 - 10.10.1 Herefordshire Council Waste Collection – quarterly payments
 - 10.10.2 NEST pension – monthly payments
 - 10.10.3 ICO – annual fee
 - 10.10.4 Welsh Water – quarterly payments
 - 10.10.5 SSE – quarterly electricity payments for the Pavilion and Kamble Centre
 - 10.10.6 PWLB – loan repayment – bi-annually
- 10.11 To confirm the banking arrangements are suitably secure to manage any financial risk to the Council
- 10.12 To note the VAT returns for December 2024 £484.95 due back and March 2025 £2528.77 due back and consider deregistering for VAT.
- 10.13 To consider the following payments to be made:
 - 10.13.1 Clerks May Salary
 - 10.13.2 Clerks May Expenses £95.15 – Previously circulated
 - 10.13.3 HMRC PAYE £TBC
 - 10.13.4 B E Chance – April toilet cleaning and supplies £TBC
 - 10.13.5 J M Probert – Lengthsman tasks; bin-emptying April 2025 £TBC
 - 10.13.6 HALC – Internal Audit fee £330.00
- 10.14 To note payment made between meetings
 - 10.14.1 PWLB Loan £1542.00
 - 10.14.2 SSE Energy D/D £431.09
 - 10.14.3 SSE Energy D/D £211.57
- 10.15 To note receipts received.
 - 10.15.1 Herefordshire Council Precept 1 £26,914.50
 - 10.15.2 HMRC VAT Return £3014.00
 - 10.15.3 EH Football Club £60.00
- 10.16 To consider any grant requests received
 - 10.16.1 School PTA - Minibus

11. Kemble Centre

- 11.1 To consider an update from the Kemble Centre Working Group and next steps
- 11.2 To consider allowing the Scarecrow Festival to use the ground at the Kemble Centre during the event.

12. Recreation Ground/Pavilion

- 12.1 To consider general maintenance works to the Pavilion and next steps
- 12.2 To consider an update on the MUGA (Multi-use Games Area) and next steps
- 12.3 To consider installing a sign acknowledging investment in gym equipment by Parish Council and She Wolves

13. Lengthsman

- 13.1 To consider the lengthsman's report and agree any work to be carried out
- 13.2 To consider signing the Lengthsman contract and maintenance plan with Herefordshire Council for 2025-26 and note the grant monies of £4761 available to be reclaimed.

14. Footpaths: to consider an update on footpaths and the PRow grant and next steps

15. Highways: To consider an update from the Highways working group and next steps

16. To consider an update on the website, email and social media

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17. Correspondence: To consider correspondence received between meetings

- Invoice from Connexus
- HALC Information Corner

18. To consider items for the next meeting (no discussion)

Data Protection Suite of Policies;

19. To note the date of the next scheduled meeting: Tuesday 10th June 2025, at 7pm at Ewyas Harold Pavilion

Emma Thomas

Clerk to Ewyas Harold Group Parish Council

Date: 28th April 2025