

Hales & Heckingham Parish Council

Councillors: You are duly summoned to the

Annual Meeting of Hales & Heckingham Parish Council (HHPC)

at 7.30pm on 17th May 2022

The meeting will be held at Hales Assembly Hall,
Briar Lane, Hales

Signed by Eleanor Bannister, Clerk to HHPC
Date: 12th May 2022



Members of the Public are very welcome to attend.

Please note, the meeting will take place following Covid safety guidelines. We hope to make the meeting accessible via Zoom as well. **If you would like to join the meeting via Zoom, please contact the Clerk by 12.00 noon on 17th May** at the latest. (Clerk's contact details below.)

AGENDA

1. **Election of Chairman or Agreement on Rotating Chairmanship**
2. **Apologies & Approval of Absences** - From Council members
3. **Co-option/s of Councillor/s**
4. **Agreement on Council Working Groups and collation of documentation required for new term**
5. **Declarations of Interest** – To be noted by all Members (see pages 2 – 3)
6. **Ratification of the Minutes of the (virtual) Annual HHPC Meeting held on 5th May 2021**
7. **HHPC Standing Orders** – For formal approval
8. **Close of Meeting** (Followed by full council meeting)

For further information, please contact the Clerk:

Eleanor Bannister, Clerk to HHPC

E: clerk@halesandheckingham-pc.gov.uk / M: 07703 124 544

Hales & Heckingham Parish Council

Declarations of Interest at Meetings

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the SNC Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

For guidance, refer to the flowchart overleaf.

Please refer any queries to the SNC monitoring officer in the first instance.

Hales & Heckingham Parish Council

Declaring Interests Flowchart – Questions to Ask Yourself

