

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

Council members are hereby summoned to attend the Annual Council Meeting on Tuesday 20 May 2025 at 7.30 pm, at Spelsbury Memorial Hall

Please inform the Clerk if you are unable to attend.

Anne Ogilvie

Anne Ogilvie - Spelsbury Parish Clerk

14 May 2025

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960

AGENDA

1. To elect the Chair of the Council
2. To receive the Acceptance of Office from the Chair
3. Welcome from the Chair
4. To elect the Vice-Chair of the Council
5. To receive the Acceptance of Office from the Vice-Chair
6. To receive apologies for absence
7. To approve and sign the minutes of the meeting on 04 March 2025
8. To receive declarations of interest from Members regarding items on the agenda
9. To receive an update regarding the councillor vacancy and agree actions
10. Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.
11. To receive reports from County and District Councillors
12. To receive and comment on the Clerk's report

Annual matters

13. To create committees to carry out Council business and agree terms of reference
14. To appoint members to serve on the committees
15. To create working groups to carry out Council business and agree terms of reference
16. To appoint members to serve on the working groups
17. To appoint lead councillors and agree their terms of reference
18. To review delegation arrangements with external committees and other local authorities
19. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
20. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate
21. To review and approve the delegation arrangements to the Clerk

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22. To review and approve the inventory of land owned or maintained by the Council
23. To review and approve the asset register
24. To review and adopt the Standing Orders
25. To review and adopt the Financial Regulations
26. To review and approve the Council's complaints procedures
27. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media and the Council's employment policies and procedures
28. To approve the Councillor Code of Conduct
29. To review and approve the Council's insurance policy and renewal agreement
30. To review and approve the Council and staff subscriptions and memberships to other bodies
31. To review and approve the maintenance and administration contracts and agreements, and agree actions
32. To approve the Scheduled Payments List and suppliers for the year to May 2026
33. To approve the direct debits and standing orders for the year to May 2026
34. To review the bank mandate and agree actions
35. To review and approve the system for managing grants and donations for the year to 31 March 2026
36. To determine the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting
37. To review and approve the Action Plan for 2025-2026
38. To agree the Council project list and priorities for 2025-2026
39. To consider the internal auditor arrangement for the current financial year
40. To receive and comment on the RFO's review of the annual accounts to 31 March 2025
41. To approve the Statement of Accounts to 31 March 2025
42. To approve the bank reconciliation to 31 March 2025
43. To receive and comment on the internal audit report for the year ending 31 March 2025
44. To approve and sign the Annual Governance Statement for the year ending 31 March 2025
45. To approve and sign the Accounting Statements for the year ending 31 March 2025
46. To approve the Certificate of Exemption – AGAR 2024-2025
47. To set the date for the commencement of the Exercise of Public Rights

Planning and enforcement

48. Any planning applications received before the date of the meeting
49. To receive an update of previous planning applications and enforcement actions

Playground

50. To receive the regular playground inspection reports and agree actions
51. To consider the playground maintenance issues and agree actions

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Community

52. Annual Parish Meeting – to agree a date, time and format for the Annual Parish Meeting, and agree actions

Finance and administration

53. To ratify the expenditure since the last meeting
54. To approve the current expenditure
55. To instruct the current bank signatories to process the approved payments
56. To note monies received
57. To receive the update of the current status of the bank accounts
58. To approve the bank reconciliation
59. To approve the finance update
60. To approve the budget update
61. To approve the earmarked and general reserves update
62. To receive a report following the asset inspection and agree actions
63. To consider training options for Councillors and the Clerk, and agree actions

Correspondence and information

64. To receive items for information only

Next meeting

65. To receive requests for motions for the next agenda, and to note that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting
66. Next meeting – to note date, time and venue of the next meeting

Confidential

67. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item
68. To receive a report following the Clerk's annual appraisal and agree actions