

LAWHITTON PARISH COUNCIL.

Clerk to the council: Lawhittonclerk@gmail.com

You are hereby summoned under the Local Government Act 1972 Sch.12s.10, to attend the Annual General Meeting of Lawhitton Parish Council for the purpose of transacting the following business to be held at the Village Hall on Tuesday 20th May 2025 at 7:30pm.

Members of the public are welcome to the meeting.

Formal Business

(Members of the public may not take part in the formal business of the Parish Council except under special circumstances).

01/05/25 Election of Chairman and Vice Chairman

- 1.1 To receive nominations for Chairman and to receive the Chairman's declaration of acceptance of office form
- 1.2 To receive nominations for Vice Chairman and sign the declaration of acceptance of office form.

Agenda.

02/05/25 Apologies for absence.

03/05/25 Declarations of interest for items on the agenda:

- 3.1 Register of Interests (ROI). Councillors to update as required
- 3.2 Personal Interests (PI). Councillors must declare any personal interest in items on the agenda and their nature.
- 3.3 Disclosable Pecuniary interest (DPI). Councillors must declare any pecuniary interest in items on the agenda and their nature and they must leave the meeting for that agenda item.

04/05/25 Public participation period (limited to 3 mins per person)

05/05/25 Reports from Councillors: Cllr Parsons

06/05/25 Minutes of the last meeting of Tuesday 18th March 2025 to be approved and signed.

07/05/25 Matters arising:-

- 7.1 - Register of Interests to be updated
- 7.2 - Community Space
- 7.3 - Set dates for the review of Financial Regulations, Code of Conduct Code of conduct, Training and Development Policy, Complaints procedure.
- 7.4 - To confirm Insurance Policy – circulated separately

08/05/25 Updates on matters from the last meeting:

09/05/25 Planning -

10/05/25 Finance - Annual Return

- 10.1 Update on the Internal Audit.
- 10.2 To approve Part 1 Annual Governance Statement 2024/25
- 10.3 To approve Part 2 Accounting Statements 2024/25
- 10.4 To sign Certificate of Exemption stating that during 2024/25 the higher of the authority's income for the year or gross annual expenditure did not exceed £25,000.
To note the date for public inspection.
- 10.5 Payments /Cheques for authorisation, HMRC, Salary.
- 10.6 Current Balances and Bank reconciliation
- 10.7 Administrative update

11/05/25 Matters brought forward by the Chairman:

12/05/25 Matters brought forward by Councillors:

13/05/25 Correspondence received/clerks report:

14/05/25 Date of next meeting: Tuesday 15th July 2025.

15/05/25 Meeting close: