

Stainborough Parish Council

OPEN TO ALL

The next meeting will be the **Annual Parish Meeting** of **Stainborough Parish Council** to be held at Hood Green Pavilion, Hood Green Road, Hood Green on **Thursday 29th May 2025** at **7pm** followed immediately after the conclusion of the Annual Parish Meeting by the **Annual Meeting** of Stainborough Parish Council, for the purpose of transacting the following business:-

AGENDA

Annual Parish Meeting

1. Opening of the Annual Parish Meeting by Councillor Lockwood-Dukes
2. Minutes of the last Parish Meeting 2024 for signature
3. Annual Review of the business of the Parish Council (Chairman)
4. Presentation of the Parish Accounts for year 2024-25 (Draft for information only)
5. Matters to be raised by members of the public present

Annual Meeting of Stainborough Parish Council

1. To elect a Chairman of the Parish Council.
2. To accept a Declaration of Acceptance of Office from the Chairman of the Parish Council.
3. To accept apologies for absence and to receive Declarations of Interest in items on the agenda.
4. To elect a Vice Chairman of the Parish Council.
5. To confirm no changes to the Register of Interest forms completed at the 2023 Annual Meeting
6. To certify Stainborough Parish Council as exempt from external audit for fiscal year 2024/2025 and complete the Certificate of Exemption.
7. To receive and approve Bank Reconciliation (Appendix A) and to receive Explanation of Variances (Appendix B)
8. To note the Annual Internal Audit report for 2024/2025 included at page 4 of the Annual Governance and Accountability Return 2024/2025 (Appendix C)
9. To approve Section 1 - Annual Governance Statement 2024/2025 (Appendix D) and Section 2 – Accounting Statements 2024/2025 (Appendix E) for Stainborough Parish Council on pages 5 and 6 of the Annual Governance and Accountability Return 2024/2025
10. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
11. Reports –Internal Audit:
 - (i) Review of effectiveness of internal audit
 - (ii) Review of Risk Assessment
12. To approve the minutes of the Meeting held Thursday 13th March 2025.
13. To report matters arising from the minutes not on the agenda.
14. **To adjourn the business of the Parish Council in order that members of the public can bring items to the attention of the Parish Council.**
15. To consider any general matters including Pavilion, Recreation Ground and Playground including approval for use of the football field by a further football club and also to discuss funding options
16. To receive information regarding Hanging Baskets
17. To consider any issues relating to Highways / Footpaths / Vegetation
18. To consider any issues regarding crime and safety

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19. Planning:
 - 19.1. Planning applications received since agenda produced
 - 19.2. Information on previous planning applications
20. To note the renewal of Insurance for Stainborough Parish Council, including retrospective approval of payment
21. Finance: Payments to be authorised (draft Appendix F)
22. To set the dates and times of the Council meetings 2025-2026 (Appendix G)
23. To receive correspondence and any action required
24. To receive update on the vacancy for the Clerk
25. Any Other Business
26. Venue, Date and Time of Next Meeting: The next meeting will be held at Hood Green Pavilion on **Thursday 10th July 2025.**

Please note copies of all financial appendices will be provided at the meeting

Appendix G

Proposed Dates for 2025-2026

Thursday 10th July 2025
Thursday 11th September 2025
Thursday 13th November 2025
Thursday 15th January 2026
Thursday 12th March 2026
Thursday 14th May 2026

Avril Sturdy

Clerk to Stainborough Parish Council
20th May 2025