

# *Kelfield Parish Council DRAFT*

## **\*\*\*ANNUAL MEETING OF THE PARISH\*\*\***

Notice is hereby given that the annual meeting of the parish is to be held at the Kelfield Village Institute on Tuesday 13<sup>th</sup> May 2025, at 8pm.

### **AGENDA**

#### **I. Opening Business:**

- Welcome and introductions:
- Approval of Minutes:
- Matters Arising from the previous minutes:
- Parish Council Report from the Chairman:
- Public Forum: *Chris Cade (1 Remount Cottages, Main Street) to ask about the relocation of the street light no.15.*
- Questions and Answers: *Was there/will there be any resident consultation?*

#### **2. Other Business:**

- Local Issues raised by residents:
- Future Plans of the council:

#### **3. Closing:**

- Thank You from the Chair:
- Next Meeting:

*T Bell*

Chairman, Kelfield Parish Council

Given this day, 18<sup>h</sup> May 2025

# THE ANNUAL MEETING OF THE COUNCIL

Dear Councillor,

I hereby give you notice that the Annual Meeting of Kelfield Parish Council at the Kelfield Village Institute on **Tuesday the 13<sup>th</sup> May 2025** immediately following the Annual Parish Meeting which commences at 8pm. All members of the Council are hereby summoned to attend to consider and resolve the business to be transacted at the meeting as detailed on the agenda set out below.

*Claire Lee*

Clerk & RFO to the Council

Dated 7th May 2025

*Please note that prior notification to the Clerk should be given by anyone wishing to use recording devices of any kind during the Meeting, this includes mobile phones, in order that suitable arrangements may be made to accommodate requirements.*

## AGENDA

- 1 To Elect a Chair for the ensuing year
- 2 To Receive the Chair's Declaration of Acceptance of Office
- 3 To receive Register of Interest Forms
- 4 To receive Apologies for absence and Declarations of Interest/Dispensations
- 5 Election of Deputy Chair
- 6 To appoint Representatives to outside bodies/other appointees for the year 2025/26
- 7 Financial report and approval of the Accounts for Audit, for the Year Ending 31 March 2025
  - 7.1 To certify Kelfield Parish Council as exempt from external audit for fiscal year 2024/25
  - 7.2 To note the Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25
  - 7.3 To approve Section 1 - Annual Governance Statement 2024/25 for Kelfield Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25
  - 7.4 To approve Section 2 - Accounting Statements for Kelfield Parish Council on page 6 of the Annual Governance and Accountability Return 2024/25
  - 7.5 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
  - 7.6 To approve Exercise of Public Rights dates for the 2024/25 AGAR- the accounting records for the financial year
- 8 Review of Kelfield Parish Council policies – Risk Assessment.
- 9 Affordable housing.
- 10 To note the dates of meetings for the ensuing municipal year

\*The Parish Council may, by resolution, exclude the press and public whenever publicity would be prejudicial to the public interest by reason of the nature of the confidential business to be transacted, in accordance with Section 100(4) of the Local Government Act 1972, if there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.