



Agenda for the annual parish council meeting to be held in the Coronation Hall

On Tuesday 27th May 2025 at 7.30pm

1. Elections and Declaration of Acceptance of Office.

- 1.1 Election of Chairman - Chairman to sign a declaration of acceptance to office.
- 1.2 Election of Vice Chairman - Vice Chairman to sign a declaration of acceptance to office.
- 1.3 To elect members for the planning subcommittee.
- 1.4 To elect members for the playground subcommittee.
- 1.5 Nominate two representative members to sit on the Hall committee as trustees.

2. Public session.

- 2.1 To receive questions from the public (a maximum of 15 minutes in total).

3. Apologies and declarations of interest.

- 3.1 To receive Cllrs apologies for absence.
- 3.2 To receive Cllrs declarations of interest in items listed on the agenda.

4. Approving minutes

- 4.1 Minutes to be signed from the meeting held on April 8th, 2025.

5. Matters arising.

- 5.1 To consider matters arising from the minutes that are not already covered by the agenda.

6. County and District Councillors' reports.

- 6.1 District Councillors' report.
- 6.2 County Councillors' report.

7. Annual adoption of Council policies.

7.1 Councillors to adopt the following policies and procedures: Code of Conduct, Standing Orders, Financial Regulations and Complaints procedure.

8. End of year accounts.

- 8.1 Approving year-end accounts from auditor – G Pollard (any queries should be notified to the Clerk with 7 days' notice).
- 8.2 Chairman and Clerk to sign the Certificate of Exemption for audit 2024-2025.

9. Annual reviews.

- 9.1 Review and agree the council insurance policy.
- 9.2 Review and agree the asset register.

10. Review of correspondence received since last meeting and ongoing matters.

- 10.1 Agree councillors' individual domain owned email address's.
- 10.2 Playground repairs following inspection - discuss quote received.
- 10.3 Letter from the Parochial Church Council.
- 10.4 Purchase of replacement playground bins - discuss quotes.

11. Planning.

11.1 **1/0264/2025/FUL** - Part conversion and extension to existing outbuilding to form studio office space (Affecting a public right of way) - Little Meadow, St Giles On The Heath

12. Finance.

- 12.1 Authorisation of expenses – Coronation Hall hall hire for May £, stamps £3.60, grass cutting 02-25 £480.00, Gareth Pollard end of year accounts £96.00
- 12.2 Current account as of 20th May 2025 - £11,513.64
- 12.3 Monthly budget sheet – previously circulated to Cllrs information only.

13. Any other business.

- 13.1 For information only to share other news or correspondence received since last meeting.



St Giles on the Heath With Northcott Hamlet
Parish Council

“Working with you, For you”

***** PART II*** (Closed to press and public)**

14. Employment

14.1 Annual review of the clerk’s role and salary.

15. Date of next meeting and close.

15.1 Proposed date of next meeting Tuesday 8th July 2025.