**Pailton Parish Council**

Parish Clerk & RFO: Leona Bendall, Holly Barn, Main Street, Harborough Magna, CV23 0HSV,   
Tel 07714 467680 Email: clerk@pailtonparishcouncil.org.uk

**AGENDA 1: May Meeting - Monday 13 May 2024**

|  |  |
| --- | --- |
| **1** | **Chairman’s Welcome and Apologies for Absence** |
| **2**  **3**  **4** | **Declarations of Interest**  **Suspension of Standing Orders**  For fifteen minutes to allow members of the public to raise matters of interest – individual contributions are limited to three minutes, all subject to the Chairman’s discretion  **Resumption of Standing Orders** |
| **5** | **To approve the minutes and financial papers of the meetings held 22 April 2025** |
| **6**  **7** | **Matters arising from previous meetings – not covered elsewhere on the agenda**  **Post Election Administration**   * **Signing acceptance of office forms** * **Cooption of Mark Foxon** * **Declaration of Interests and Election expenses forms** |
| **8**  **9**  **10.**  **11.** | **White Lion Project Update** [TS]  **Finance & Governance** [clerk]   1. Consider and approve the cash report for the month ending 31 April 2024 – and authorize approval of payments for settling by the end of May. To be updated 2. All councillors to consider the Internal Audit Report and approve the implementation of recommendations. 3. All councillors to consider and approve the Annual Governance Statement 4. Section 1 to be signed by the chairman 5. All councillors to Consider and approve the Accounting Statements 6. Section 2 to be signed by the chairman 7. Note the period for Exercise of Electors Rights – 3nd June – 13th July.   **Planning applications and matters for consideration**.  **Ongoing Issues** |
|  | 1. Playing fields working group and footpaths – inc safety report and measurements for orchard 2. Highways Working Group, Speedwatch and Traffic calming 3. Ex Service Men’s Club |
| **12** | **Correspondence** |

13 **At the close of the May meeting and the Annual Meeting of the Parish Council will begin**

Clerk & RFO: *LJBendall* Date: 3rd May 2024

**AGENDA 2: ANNUAL MEETING OF THE PARISH COUNCIL**

1. Nominations and election of chairman and vice chair of the parish council
   1. Sign Declarations for acceptance of Office
2. Review of Parish Council’s policies
3. Standing Orders
4. Financial Regulations
5. Reserves Policy
6. Communications, Social Media and GPDR
7. ICT Resilience
8. Risk Assessment
9. Health & Safety
10. Complaints
11. Charitable Donations
12. Equal Opportunities

**New**

h. Home and Loan Working Policy

i. Financial Risk Policy

1. **Consider and agree 2024/25 Asset Register**
2. **Confirmation of Annual Meeting of the Parish on Monday 20th May 2024**

Clerk & RFO: *LJBendall* Date: 3rd May 2024