

Meeting Notice and Agenda (published 21st May 2025)

The Annual Parish Council Meeting / AGM of Emneth Parish Council

Tuesday 27th May 2025 at 6.30pm at Emneth Central Hall

All councillors are summoned to attend the next meeting of the parish council. This is an open meeting and the press and public are both welcome. There is an Open Forum for public participation at every meeting when members of the public are invited to address Council Members relating to council matters. The press and public are not permitted to take part in the debates during the meeting.

Kate Bennett - 21st May 2025

Agenda – Annual Parish Council Meeting / AGM

1. Welcome
2. To receive nominations for and elect a Chairman for the incoming municipal year 2025 2026
3. Chairman to sign a Declaration of Acceptance of Office and Code of Conduct Form
4. To receive nominations for and elect a Vice-Chairman for 2025 2026
5. To receive and approve apologies for absence
6. Members Code of Conduct: Members to review their Register of Interests forms and return to the Clerk with any alterations (if necessary) within 28 days of this meeting
7. To declare any pecuniary interests in any items on the agenda and to consider any written requests for dispensations¹
8. **Open Forum** for public to address the Council (fifteen minutes only)
9. To approve² the Minutes of the last meetings (2) held on 29th April 2025
10. Clerk to provide an update on any matters not on this month's agenda (if necessary)
11. To consider **Council Governance**
 - To consider an update to the Parish Council's Standing Orders
 - To resolve to approve the Council's Standing Orders for 2025 2026 including Members' Code of Conduct
 - To resolve to approve the Financial Regulations for 2025 2026
 - To resolve to approve the Risk Management Policy for the Council including an update regarding *adequate reserves* (as recommended by the internal auditor)
 - To resolve to approve the Safeguarding Policy for the Council for 2025 2026
 - To consider and approve the asset register and the annual parish council insurance renewal for 2025 2026
 - To resolve to elect signatories on the bank account for 2025 2026

¹ A dispensation form should be requested from the Clerk before the meeting dates to be considered by Full Council prior to the start of the next meeting

² To be signed and initialled by the Chairman

Parish Clerk: Kate Bennett

07825 634 672

clerk@emnethparishcouncil.gov.uk

- To resolve to approve meeting days to be on the last Tuesday evening of each month at 6.30pm (except in December) as advertised on the website
- To consider and approve the 2024 2025 Summary of Receipts and Payments
- To consider and complete **Section 1 of the Annual Governance and Accountability Return 2024 2025**
- To resolve to approve **Section 2 of the Annual Governance and Accountability Return 2024 2025: Accounting Statements**
- To appoint representatives on the following Working Party Groups:
 - a) Finance
 - b) Cemetery (to include the possible purchase of further burial ground)
 - c) Former canal towpath
 - d) Agricultural Holdings
- To appoint representatives on outside bodies:
 - a) Emneth Central Hall Management Committee
 - b) Playing Field Committee

12. Finance

- To resolve to approve all payments³ since last meeting
- To note income since last meeting
- To note bank account balances
- Two councillors to view the bank statements⁴

13. Parish Matters

- To resolve on the funding arrangements for a replacement bus shelter at Gaultree Square
- To note the usage statistics provided by the Borough Council for dog waste bins in the Parish
- To note the relocation of the bin provided at Central Hall for the Village Litter Picker

14. To consider any Planning matters

15. To consider any Cemetery matters

16. To consider any Agricultural Holdings issues

- To discuss repairs to the track at Grays Lane
- To resolve on the letting of A20 & A23 at Grays Lane as of October 2025

17. To consider any Playing Field matters

- To provide an update on the resurfacing of the car park

18. To receive a report from the Borough Council

19. To receive a report from the County Council

³ Payments list to be initialled by the Chair

⁴ Bank statements to be initialled by the councillors considering them

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20. Items for the next agenda

21. To consider excluding the public and the press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed (if necessary)

- To discuss the land rent increase at land at Hungate Road: Councillor Burgess-Lee

22 To note the date of the next parish council meeting:

Tuesday 24th June 2025 at 6.30pm in the Committee Room at Central Hall