

## CLAXTON & SAND HUTTON PARISH COUNCIL

### To all members of the Council

You are hereby summoned to attend the Annual Meeting of Claxton & Sand Hutton Parish Council to be held in the Village Hall on Monday 19 May 2025 upon the rise of the Annual Meeting for the purpose of transacting the following business.

Gill Gimes  
Clerk to the Council

### AGENDA

1. To elect Chairman for 2025-2026

Members are asked to elect a Chairman for the Ensuing Municipal Year.

The Chairman will be invited to sign their Declaration of Acceptance of Office.

2. To elect Vice-Chairman for 2025-2026

Members are asked to elect a Vice-Chairman for the Ensuing Municipal Year.

The Vice-Chairman will be invited to sign their Declaration of Acceptance of Office.

3. Apologies for Absence

a) To receive apologies for absence given in advance of the meeting

b) To consider the approval of reasons given for absence

4. Declaration of Interests

To discuss the Code of Conduct Councillor Registration and Disclosure of Interests (Localism Act 2011)

5. Insurance

To approve acceptance of the quote of £241 from Zurich Insurance for the period 1 June 2025- 31 May 2026

6. Training

To discuss Training/Professional Development requirements and opportunities

7. General Power of Competence

To discuss General Power of Competence

8. Parish Council Policies

Members are asked to discuss and approve the following documents, noting that everything in bold is compulsory:

- Standing Orders
- Financial Regulations
- Risk Assessment/s

Members are asked to approve a review of all Parish Council policies & documents in accordance with the National Association of Local Councils checklist

10. Internal Auditor

To approve the appointment of Mrs Anne Wilson as Internal Auditor

11. End of Year Accounts

Members are asked to consider and confirm the following:

a) Annual Internal Audit Report including page 3 of the Annual Governance and Accountability Return

b) Section 1 - Annual Governance Statement on page 4 of the Annual Governance and Accountability Return

c) Section 2 - Accounting Statements on page 5 of the Annual Governance and Accountability Return

d) 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

- Annual Internal Audit Report,
- Section 1 – Annual Governance Statement,
- Section 2 – Accounting Statements
- Analysis of variances
- Bank Reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.