

ELMSTED PARISH COUNCIL

Cllr J Argar
Cllr P Argar
Cllr Burge
Cllr Castle
Cllr Francesconi
Cllr Stanley
Cllr Wright

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There will be the Annual Meeting of Elmsted Parish Council at Evington Village Hall on Wednesday, 4th June 2025 at 7.30pm, and you are summoned to attend.

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2025-26.
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
3. To receive and approve apologies for absence.
4. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meeting held on 13th March 2025.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Report from District/County Councillors.
8. Public session: To receive questions and comments from the public on any agenda item.
9. To confirm eligibility to use the General Power of Competence.
10. Appointment and scope of the Internal Auditor.
11. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.
12. Financial matters:
 - a) To approve the following financial documents:
 - i. To receive the end of year accounts
 - ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and complete the Certificate of Exemption
 - iii. To receive the report from the Internal Auditor
 - iv. To approve the Annual Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025.
 - v. To consider the Accounting Statements 2024/25 and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31st March 2025 and the explanation of significant variance from 2023-24 to 2024-25. To ensure the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting.
 - b) To note/authorise the following:
 - i. To note the Parish Council's financial position, Chair to initial bank statement.
 - ii. To authorise any payments

13. To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
14. Review of the Council's and/or staff subscriptions to other bodies ie KALC/ACRK
15. Review of the Council's complaints procedure;
16. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
17. Review of the Council's policy for dealing with the press/media;
18. Review of the Council's employment policies and procedures;
19. To consider any changes to the Risk Assessment.
20. Planning matters: to approve the responses to any recent planning applications.
21. Any Other Business (for information purposes only):
22. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Thursday 11 September 2025

Thursday 11 December 2025

Thursday 12 March 2026

Thursday 14 May 2026

A handwritten signature in black ink, appearing to be 'T Block', written in a cursive style.

T Block
Clerk to Elmsted Parish Council

Members of the public and press are welcome to attend and will be given an opportunity to speak on any matter on the agenda.