

Stubton Village Blog – SPC Agenda

STUBTON PARISH COUNCIL

Agenda, Annual Meeting of the Parish Council 12 May 2025

Dear Councillors,

You are hereby summoned to attend the Annual Meeting of the Parish Council on **Monday 12th May 2025 at 7.30pm** at **Stubton Village Hall, Fenton Road, Stubton**, for the purposes of considering & resolving upon business to be transacted as set out in this Agenda.

Meetings are recorded by the clerk for preparation of the Minutes. Recordings are deleted once Minutes are drafted.

Signed: *Jackie Britten-Crooks*

Parish Clerk

Dated: 3rd May 2025

Council Members: Cllr David Wood, Cllr Sam Kirk & Cllr Jenny Taylor.

AGENDA

- 1. APPOINTMENT OF A CHAIRMAN FOR THE ENSUING YEAR.**
- 2. TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN.**
- 3. APPOINTMENT OF A VICE CHAIRMAN FOR THE ENSUING YEAR.**
- 4. TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN.**
- 5. APOLOGIES FOR ABSENCE**

To receive & note apologies for absence where reasons for absence have been given to the Clerk prior to the Meeting.

6. DECLARATIONS OF INTEREST

To receive Declarations of Interest under the Localism Act 2011 – this being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

7. MINUTES

Motion: To **Resolve** to accept the Minutes of the previous Meeting held on 17th March 2025 & the Extraordinary Meeting held on Monday 28th April 2025.

8. STANDING ORDERS

Motion: To **Resolve** to adopt NALC model Standing Orders, adapted, for 2025. Appendix 1

9. INSURANCE

Motion: To **Resolve** to consider & approve a suitable insurance policy for the Parish Council & for payment to be made. Appendix 2

10. RISK REGISTER

Motion: To **Resolve** to adopt the Risk Register. [Appendix 3](#)

11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

a) Motion: To **Resolve** to approve Governance Statement

b) Motion: To **Resolve** to approve Accounting Statement

c) Motion: To **Resolve** to approve Exemption Certificate. [Appendix 4](#)

d) Motion: To **Resolve** to approve Transparency Code/Publication Scheme. [Appendix 5](#)

To note internal audit & dates of Public Notice.

12. FINANCE

To note Bank balance as of 8 May 2025.

13. CO-OPTION

Motion: To consider & **Resolve** to co-opt a resident of Stubton onto the Parish Council & to receive a Declaration of Acceptance of Office. [Appendix 6 \(GDPR\)](#)

14. VILLAGE PLANTING SCHEME

Motion: To **Resolve** to approve planting scheme & sum to be spent on summer bedding plants for open spaces in the village.