



Snitterby Parish Council

Mandy Coote - Parish Clerk
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Dear Councillor

Meeting of the Parish Council

You are hereby summoned to attend the Annual Meeting of Snitterby Parish Council to be held in the Village Hall on **Thursday 15th May 2025** following Annual Parish Meeting approx 7.45pm

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

The Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Any comments or queries that you want to raise about the Village may be raised through:
clerk@snitterbyparishcouncil.gov.uk

Mandy Coote, Clerk to the Council, 9th May 2025

Agenda

Agenda Number	Item
1	Election of Chair To receive nominations for the position of Chair and resolve to appoint to the position followed by signing of declaration of Acceptance of Office as Chair/Councillor and if any changes completion of Declaration of Interests Forms
2	Election of Vice Chair To receive nominations for the appointment of Vice Chair and resolve to appoint to the position followed by signing of declaration of Acceptance of Office as Vice Chair/Councillor and if any changes completion of Declaration of Interests Forms
3	Councillors Signing declaration of Acceptance prior to commencing the meeting and if any changes completion of Declaration of Interests Forms
4	Welcome from the Chair and Public Questions Members of the public may ask questions in respect of any item of business included in the agenda. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than three minutes. <i>The meeting will be adjourned to allow for public questions.</i>
5	Apologies To receive and accept apologies and reasons for absence.

6	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.
7	Minutes of the Ordinary Parish Council Meeting held on Thursday 20th March 2025. Council to consider approving the minutes as a true and proper record.
8	District and County Council update For information only. Any items raised for decision will appear on the agenda for the next meeting.
9	Chair's/Parish Councillor updates For information only. Any items raised for decision will appear on the agenda for the next meeting.
10	Clerk's report For information only. An update from the Clerk about correspondence, outstanding actions and ongoing issues. Any items raised for decision will appear on the agenda for the next meeting.
11	Police and Crime update NC06 area, for information only. Any items raised for decision will appear on the agenda for the next meeting.
12	Parish Matters Discussions regarding any parish matters Village Benches Cost of repair and maintenance
13	Planning applications To consider any planning applications or decisions WL 2024 00802
<u>Business Items - Motions Requiring Written Notice</u>	
Finance & Budget 2024/25	
14	To receive the year end finance reports a) Payments Report 2024/25 b) Bank Reconciliations 2024/25 c) Variance Report 2024/25
15	To approve the year end governance a) Certificate of Exemption 2024/25 b) Annual Governance Statement 2024/25 c) Accounting Statement 2024/25 d) e) Internal Auditors Report 2024/25 f) To agree the notice dates for public rights and publish the day before the public rights period commences 2024/25
Finances, Budget & Procedures 2025/26	
16	The Council to review and agree the following policies and procedures: Standing Orders Financial Regulations Code of Conduct Records Retention Freedom of Information Policy Freedom of Information Requests Publication Scheme
17	Insurance Renewal Consider and approve insurance renewal quotation

18	Payments for approval Council to approve the schedule of payments from 01/04/2025-15/05/2025
19	Budget 2025-26 To agree the budget monitoring position and bank reconciliation
20	NatWest Banking To sign authorising telephone statement access request for Parish Clerk
	<u>Next Ordinary Meeting</u>
21	Items for inclusion on the next Ordinary Meeting agenda Council is requested to use this opportunity to raise items for future Ordinary Meeting agendas.
22	Date and time of the next Ordinary Meeting To confirm date and time of the next Ordinary Parish Council Meeting is set for Thursday 17 th July 2025 @ 7.30pm.