

STANTON UPON HINE HEATH PARISH COUNCIL

Clerk to the Parish Council:

Katrina Baker MBE

Oaklands

Waters Upton

TELFORD

TF6 6NP

Please ask for Katrina Baker, Clerk – 07813 788094

29th April 2025

E-mail: clerk@stantonparishcouncil.org.uk

To: All Members of Stanton upon Hine Heath Parish Council.
(Other circulation for information only)

Dear Sir/Madam

You are hereby summoned to attend the **ANNUAL GENERAL MEETING OF THE PARISH COUNCIL** to be held in **STANTON VILLAGE HALL** on **TUESDAY, 6th MAY 2025** starting at **7.00 P.M.** to transact the following business:

The meeting is open to the Press and Public.

Mobile phones are to be turned off or placed on silent during the meeting.

Yours faithfully

Katrina Baker
Clerk to the Council

A G E N D A

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|---------------|---|
| 001/25 | Welcome Cllr M Moore, Chairman – 2024/25
Councillor Moore will open the meeting with a Chairman's Statement. |
| 002/25 | Declarations of Acceptance of Office
All Members are required to read and sign their Declarations to accept the National Code of Conduct and to confirm that they will act within the 7 principles of public life at all times. These will be witnessed by the Clerk, as the Proper Officer of the Council. |
| 003/25 | Election of Chairman for 2025/26 |
| 004/25 | Chairman's Declaration of Acceptance of Office |

- 005/25 Registers of Disclosable Pecuniary Interests**
Members are required to confirm their DPIs as accurate or to provide an updated and signed copy.
- 006/25 Apologies**
To receive any apologies for absence and to consider the necessary consent.
- 007/25 Election of Vice Chairman for 2025/26**
- 008/25 Vice Chairman's Declaration of Acceptance of Office**
- 009/25 Declarations of Interest regarding any matters included on the Agenda**
- 010/25 Minutes**
To confirm the Minutes of the Annual General Meeting which took place in May 2024
- 011/25 Parish Council Representatives on Outside Bodies**
Confirmation and election of representatives and to outside bodies – a draft document will be circulated
- 012/25 Standing Orders and Financial Regulations**
Confirmation of the Standing Orders and Financial Regulations for Stanton Upon Hine Heath Parish Council.
- 013/25 Financial Matters**
a) Confirmation of Bankers, cheque / baccs authorisation and Auditors
Barclays Bank
Councillors D Dee, C Crackett and M Moore
Ms R David AAT (internal audit)
PKF Littlejohn LLP (external audit)
b) To receive a copy of the Council's Asset Register
c) To confirm eligibility for the General Power of Competence
- 014/25 Confirmation of Annual Subscriptions**
a) Shropshire Association of Local Councils
b) Society of Local Council Clerks (25%)
- 015/25 Confirmation of the Meeting Schedule for 2025/26**