



## Agenda

Councillors are hereby summoned to attend the Annual Meeting of the Parish Council on  
**Tuesday 13th May 2025 at 7:00pm at the Pavilion Main Hall.**

Members of the public are invited to attend and can make statements or queries by prior written request to the Clerk.

1. To elect a Chairman
2. To elect a Vice-Chairman
3. To receive the Chairmans Declaration of Acceptance of Office
4. Public participation session:
5. To receive apologies for absence
6. To receive declarations of pecuniary or other interest from councillors relating to agenda items  
*Councillors are reminded that any declarations of interest should also be made for persons closely associated with Councillors.*
7. To sign, as a correct record, the minutes of the meeting held on 8th April 2025
8. Matters of report arising from the previous minutes not covered on the agenda
9. County and District Councillor reports
  
10. To discuss progress on coopting vacancies on Council
11. To receive an update on the hub project planning application, update and a discussion/agreement on costs for next steps ie getting ready for tender stage (SN)
12. To receive a report and proposed actions resulting from the parish trees Duty of Care Report (clerk)
13. To discuss arrangements for the Annual Parish Meeting (all)
14. To receive a introduction to the WODC "youth initiative" (MF)
15. To receive an update from the Neighbourhood Plans Group and a Survey planned for May / June (MF)
16. To review the internal auditors report (RFO)
17. To review and agree the annual governance statement 2024/25 for the external audit (RFO)
18. To review and agree the annual accounting statement 2024/25 for the external audit (RFO)
19. To review significant variations in accounts (RFO)
20. To set dates for Notice of Public Rights and Publication of Unaudited AGAR Return (RFO)
21. To consider ongoing financial support for the Hanborough Herald (all)
22. To agree to fund mini library maintenance
23. To adopt the revised Financial Regulations and Standing Orders
  
24. Financial Matters
  - a) Report from Finance and Other Business Group (RFO)
  - b) Presentation of the monthly financial summary & bank reconciliation (RFO)
  - c) To approve the monthly payment schedule & any necessary transfers between council accounts (RFO)
  
25. Planning Group (RFO)
  - a) Planning applications received, WODC decisions, pending
  - b) To receive an update on planning applications for large scale developments
  
26. Working Groups: To receive updates on activities  
Pavilion Hub; Neighbourhood Plan; Cala field development; Environment; Community and leisure; Highways;  
Community relations; HR; Community Benefit Group
  
27. Report of Clerk:
28. Miscellaneous items from Members – for information only
29. Date of the next meeting: Tuesday 10th June 2025 at 7:00pm.