

PUBLIC NOTICE

Parish Councillors are hereby summoned to attend
The Annual Meeting of Haughton Parish Council
To be held at Haughton Village Hall on Monday 26th May 2025 at 7:00 pm

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Please note that they may be excluded from any item the Council decide should be treated as confidential.

Issued 21/05/2025

Jon Brumwell, Clerk to Haughton Parish Council

Public Open Forum – Members of the public are invited to address the Council on any issue over which it has power for up to FIVE minutes each, with the item lasting a maximum of TEN minutes.

1. To elect a Chairman and receive signed Declaration of Acceptance of Office.
2. To elect a Vice-Chairman.
3. To receive apologies and accept and record any reasons for absences.
4. To receive declarations of interest from members regarding items on the agenda.
5. To elect representatives to other bodies.
6. To appoint Members to existing Working Groups.
7. To review the start time of Parish Council meetings.
8. To confirm and approve minutes of the meeting held on Wednesday 30th April 2025 – see **Appendix A**.
9. To determine which agenda items, if any, should be taken with the public excluded (see NOTE).
10. To receive reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk.
11. Financial Report – a report will be tabled to include:
 - (a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 4.1 – to ratify:
 - AA Batteries (Annual Meeting – Wireless Microphones) £4.89
 - (b) Bank reconciliation as at 30th April 2025 – to note.
 - (c) Payments for approval: To approve online payment, cheque payment and payment of direct debits as detailed below:

DESCRIPTION	NET	VAT	GROSS
Village Hall	50.00		50.00
Salaries and Expenses			914.88
Kim Squires (Internal Audit)	206.10		206.10
<u>Direct Debit Payments</u>			
<i>EE Mobile</i>	14.28	2.86	17.14

- (d) Income Received – to note:

Lloyds Bank (Lloyds Reserve – interest April)	£ 10.64
Stafford Borough Council (precept)	£12,631.10
Government Grant	£ 543.90
Concurrent	£ 866.00
HMRC (VAT refund)	£ 1,481.51
TOTAL RECEIPTS (APRIL 2025)	£15,533.15 (£15,522.51 Lloyds Current)

12. Parish Council Accounts 2024/2025

To receive and approve the Council's accounts for the year ended 31st March 2025 to include:

- 1) Receive and approve the report of the Internal Auditor for the year ended 31st March 2025 (**Appendix B**);
- 2) Receive and approve accounts for the year ended 31st March 2025 (**Appendix C**);
- 3) Approval of Annual Return:
 - i) Section 1: Annual Governance Statement – to complete the Annual Governance Statement and to authorise the Chairman to sign the Statement on behalf of the Council (**Appendix D**);
 - ii) Section 2: Accounting Statements – to approve the statements and to authorise the Chairman to sign the Annual Return on behalf of the Council (**Appendix E**).

13. Internal Auditor Appointment

To consider, and resolve if appropriate, appointment of the Council's Internal Auditor for 2025/26.

14. To discuss highways, public rights of way and related issues including those requiring reporting:

- a) Highways including grass cutting
- b) Public Rights of Way
- c) Village gateway sign designs (working group report)

15. To receive reports from Councillors on:

- a) Park
- b) Football Pitch

16. To review the following (prior to considering the Council's insurance arrangements):-

- a) Risk assessment – see **Appendix F**
- b) Asset Register and Property List – see **Appendix G**

17. Insurance Renewal

To consider, and resolve if appropriate, the Parish Council's insurance arrangements. The current three-year arrangement ends on 31st May 2025 (details of insurance proposals circulated via email 20th May 2025).

18. Water Butt Initiative – Update

To consider, and resolve if appropriate, the purchase of further water butt kits to meet demand from residents. The cost of 210 litre kits is £28.50 per kit (exclusive of VAT) and 110 litre kits are £25.20 (exclusive of VAT). An updated report on uptake will be tabled at the meeting.

19. Review of Parish Council Strategy

To request members consider the Parish Council's strategy for 2025/2026 and provide costed proposals for consideration by the Council at its meeting on Monday 23rd June 2025.

20. Parish Council Mobile Telephone

To consider, and resolve if appropriate, a SIM-only contract with Three network (3GB of data Unlimited mins & texts, £5.00 per month) or EE (1GB of data, Unlimited mins & texts, £8.00 per month ex vat).

21. To receive any future agenda items by Monday, 16th June 2025.

22. To confirm the date and time of the next meeting as Monday, 23rd June 2025 at 7.00pm.

NOTE: If the Council determines that an item or items of the Agenda should be taken with the public excluded the following motion will be moved: *To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.*