

Burton Dassett Parish Council

Parish Clerk: Helen Hide-Wright,
12 Meadow Way, Fenny Compton, Southam, Warwickshire, CV47 2WD.
Tel: 07713 892835. www.burtondassettparishcouncil.com

To All Members of the Council.

**You are hereby summoned to attend the
Annual Meeting of Burton Dassett Parish Council (Mtg 1).**

**Monday 19th May 2025, 7.15pm at Burton Dassett
Village Hall, Northend.**

Residents of the Parish are invited to attend and will be given an opportunity at the Parish Meeting to raise any matters that they wish with the Parish Council.

Signed by the Clerk (the Proper Officer): H. Hide-Wright

Date 14 May 2025

AGENDA

1. Election of Chairman and to receive their declaration of acceptance of office form.
2. Election of Vice-Chairman and to receive their declaration of acceptance of office form.
3. To receive, or to agree when these will be received:
 - a. Members declarations of acceptance of office forms
 - b. Members register of Interest Forms
 - c. Members Elections Expenses Forms
4. Declarations of Interest
5. Apologies
6. Data Protection Officer, Data Protection Overseer.
7. Public Participation –To receive any questions from the public.
(Time limit of 3 minutes per speaker).
8. To receive apologies and reasons for absence
9. Acceptance of minutes dated 08 May 2024
10. Matters arising from the minutes of the last Annual Meeting
11. Finances
 - a. To receive the report of the Internal Auditor
 - b. RFO certification of accounts: Properly representing receipts and payments 2024-25 financial year
 - c. To approve the Statement of Accounts 2024-25
 - d. To approve the Annual Governance Statement
 - e. To approve the Annual Accounting Statement
 - f. Insurance provision
12. Annual Review and formal adoption of:

- a. The Councillors Code of Conduct
- b. The Data Protection Policy
- c. The Emergency Plan
- d. The Financial Regulations
- e. The Freedom of Information Policy
- f. The Fixed Assets
- g. The Grants Policy
- h. Health & Safety Policy
- i. The Harassment & Bullying Policy
- j. The Non-Financial Standing Orders / Standing Orders
- k. Planning Meetings – Standing Orders (Policy declared obsolete, superseded by The Scheme of Delegation).
- l. The Publication Scheme
- m. The Reserves Policy
- n. The Retention of Documents Policy
- o. The Risk Assessment Policy
- p. The Scheme of Delegation
- q. The Standing Orders
- r. Vexatious Complaints Policy
- s. Banking Standing Orders and variable amount Direct Debits: 1 & 1 Internet (IONOS), Cloud Net, Eyelid Productions, HMRC SDDS, Information Commissioners Office, Clerk, Warwickshire Pension Fund, Npower, Eon, HMRC NDDS.

9. Charities Reports

10. Meeting Dates 2025: *14 July, 15 September, 17 November*

The meeting will be followed by the Annual Parish Meeting.