



LUTTON *Parish* *Council*



www.lutton-pc.gov.uk

To all members of the Council:

You are hereby summoned to attend the **Annual Meeting of the Council**, to be held on **Monday, 12th May 2025** commencing **7.00 pm** in Lutton Village Hall, Main Street, Lutton PE8 5EF.

Members of the public and media representatives are welcome to attend.

Kerry Rew, Clerk
clerk@lutton-pc.gov.uk

AGENDA

25.23 ELECTIONS AND DECLARATIONS OF OFFICE

- I. Election of Chair for the year 2025/26
- II. Signing of Declaration of Acceptance of Office by Chair
- III. Signing of Declarations of Acceptance of Office by councillors
- IV. To fill by co-option vacancy due to insufficient candidates standing for election

25.24 TO NOTE ATTENDANCE AND APOLOGIES FOR ABSENCE

25.25 DECLARATIONS OF INTEREST

- I. To note requirement for submission of Declarations of Member's Interests forms - deadline 9th June 2025
- II. To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests.

25.26 TO CONFIRM MINUTES OF THE PREVIOUS ANNUAL MEETING OF THE COUNCIL 13TH MAY 2024

25.27 SCHEDULE OF COUNCIL MEETINGS

- I. To confirm dates and venue of scheduled council meetings (as first Monday of every second month, starting at 7:00 pm)

25.28 REGULATORY DOCUMENTS: To adopt or re-adopt for publication on the council's website:

- I. Standing Orders – updated April 2025
- II. Financial Regulations – updated April 2025 (in accordance with the Procurement Act 2023)
- III. Code of Conduct/Civility & Respect Pledge
- IV. Model Publication Scheme
- V. Risk Assessment
- VI. Contact details for councillors

25.29 REVIEW OF ASSET REGISTER & INSURANCE COVER

- I. To note renewal date of 1st June 2025, review insurance policy agreement, and approve any amendments to cover
- II. To note items on Asset Register

25.30 FINANCE

- I. To review and approve the annual accounts and internal audit for publication on the council's website
- II. To review, approve, and sign the Annual Governance & Accountability Return (AGAR) *Certificate of Exemption* for submission to external auditors (**deadline 1st July**) and publication
- III. To review, approve, and sign the AGAR *Form 2* for publication on the council's website

25.31 COUNCILLORS' PORTFOLIOS

- I. To agree responsibility for:
 - Footpaths
 - Highways
 - Biodiversity policy

25.32 OUTSIDE BODIES

- I. To agree parish council representation on:
 - Lutton Relief in Need Charity