



# **LUTTON** *Parish* **Council**



**[www.lutton-pc.gov.uk](http://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, 18th May 2026 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

- 26.23 ELECTIONS AND DECLARATIONS OF OFFICE
  - I. Election of Chair for the year 2025/26
  - II. Signing of Declaration of Acceptance of Office by Chair
- 26.24 TO NOTE ATTENDANCE AND APOLOGIES FOR ABSENCE
- 26.25 DECLARATIONS OF INTEREST  
To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests.
- 26.26 TO CONFIRM MINUTES OF THE PREVIOUS ANNUAL MEETING OF THE COUNCIL 12TH MAY 2025
- 26.27 SCHEDULE OF COUNCIL MEETINGS  
To confirm dates and venue of scheduled council meetings (as first Monday of every second month, starting at 7:00 pm)
- 26.28 REGULATORY DOCUMENTS: To adopt or re-adopt for publication on the council's website:
  - I. Standing Orders
  - II. Financial Regulations
  - III. IT Policy
  - IV. Data Retention Policy
  - V. Code of Conduct/Civility & Respect Pledge
  - VI. Model Publication Scheme
  - VII. Risk Assessment
  - VIII. Contact details for councillors
- 26.29 REVIEW OF ASSET REGISTER & INSURANCE COVER

- I. To note renewal date of 1st June 2026, review insurance policy agreement, and approve any amendments to cover
- II. To note items on Asset Register

26.30 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 30th June**) and publication
- III. To review, approve, and sign the AGAR *Form 2* for publication on the council's website

26.31 COUNCILLORS' PORTFOLIOS

To agree responsibility for:

- Footpaths
- Highways
- Biodiversity policy
- 

26.32 OUTSIDE BODIES

To agree parish council representation on:

- Luton Relief in Need charity
-