

WALTON PARISH COUNCIL

Clerk/RFO: Ian Blythe

Email: waltonparishc@gmail.com

Dear Councillor,

You are summoned to attend the **ANNUAL** Meeting of the **WALTON PARISH COUNCIL** which will be held on **TUESDAY, 13th May 2025** immediately following the **ANNUAL PARISH MEETING**.

Ian Blythe CLERK/RFO

AGENDA

1. **EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024 AND EXEMPTION CERTIFICATE**
 - 1.1 To consider/approve the Annual Governance Statement for year ending 31st March 2025.
 - 1.2 To consider/approve the Statement of Accounts for year ending 31st March 2025
 - 1.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for the year ending 31st March 2025.
 - 1.4 To agree that Walton Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.
 - 1.5 ASSETS - To review and update, if required, the assets register.
2. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
3. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
4. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
5. **APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.
6. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
7. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda. Members are reminded that in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).
8. **EXCLUSION OF PRESS AND PUBLIC (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
9. **MINUTES**

8.1 MINUTES OF THE MEETING HELD ON 11TH MARCH 2025 - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 11th March 2025.

- 10. REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on the following outside bodies and agree any additional bodies –

- Walton Village Hall Management Committee – already agreed W Weaver and B Hogg

- 11. STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations. [Available on the Web-site]

- 12. SUBSCRIPTIONS** – To review the Parish Council's subscriptions -

12.1 CALC/SLCC – To resolve whether to renew the CALC/NALC (£172.43) and SLCC (£85.00) annual subscriptions for 2025/26.

- 13. POLICY REVIEW** – To review and/or adopt the following core policies available on the Web-site

13.1 COMPLAINTS PROCEDURE

13.2 PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY

13.3 MEDIA AND PRESS POLICY

13.4 HEALTH AND SAFETY POLICY

13.5 EQUALITY AND DIVERSITY POLICY

13.6 EQUAL OPPORTUNITIES POLICY

13.7 DOCUMENT RETENTION POLICY

13.8 FRAUD/CORRUPTION DETECTION & PREVENTION POLICY

13.9 FILMING POLICY

- 14. MEETING CALENDAR** – To consider and agree dates of future meetings.

2025/26 July 8
 Sept 2 (note change of day)
 Nov 11
 Jan 13
 Mar 10
 May12

Change of start time to 7.00 p.m. for all meetings.

- 15. PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*

15.1 REPORTS – To receive reports, if applicable, from Unitary Authority Councillor.

- 16. REPRESENTATIVES' REPORTS & GRANT APPLICATIONS** - To receive reports by representatives on Outside Bodies and to discuss the issue of Grant applications by third parties requesting support, financial or otherwise.

16.1 Grant request re Mother & Toddler Group

- 17. TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered

- 18. FINANCE**

18.1 Banking signatories – to resolve to add the Clerk and 2 Councillors as authorised signatories.

18.2 Unity Bank – to resolve that Unity Trust Bank is the principal bank for the Parish Council and that accounts held elsewhere be closed, transferring balances as appropriate.

18.3 Scribe Accounts – to resolve proposal to subscribe to Scribe Accounts. Discussion paper attached.

18.4 To authorise the following payments:

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £
1	30/4/25	Green Team		Parish grass cut	825.00
2	1/5/25	SLCC		SLCC membership	85.00
3	30/4/25	CALC		CALC/NALC membership	172.43

19. COUNCILLOR VACANCIES – to resolve action – (section 87 Local Government Act 1972)

20. LEAPS RIGG SOLAR FARM - update

21. TRAINING – to consider training for Council Members and the Clerk for 2025

22. CORRESPONDENCE AND LITERATURE RECEIVED BY THE CLERK - To note items of correspondence received since the last meeting and take actions as appropriate.

23. NEWSLETTER

23.1 NEWSLETTER – Update

24. CLERK / RFO APPOINTMENT – to approve contract of employment for Ian Blythe as Clerk/RFO.

25. AGENDA ITEMS FOR NEXT MEETING - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk in writing.

26. DATE OF NEXT MEETING(s) – July 8 2025 to be held in Walton Village Hall at 7.00pm. (to be determined)