



Annual Town Council Meeting

13th April 2025

Dear Councillor,

You are hereby summoned to attend the Annual Town Council Meeting to be held on Monday 19th May 2025, commencing at 7pm, this will be held in the Russett Room, The Legacy Studio Community Centre, Ashmead Square, Eastfield.

Chris Parsons
Town Clerk

Chairman to welcome and introduce meeting from 7pm

Public Participation

The period which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than three minutes.

COUNCIL BUSINESS

| No | Item |
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| Item 1 | <u>To elect a Chairman of the Council for 2025/2026</u> |
| Item 2 | <u>To receive Chairman's declaration of Acceptance of Office</u> |
| Item 3 | <u>To elect a Vice Chairman for Council 25-26</u> |
| 0105/ 25 | <u>Apologies and Acceptance</u> To receive apologies from non-attendees and minute whether apologies are accepted. |
| 0205/ 25 | <u>Declarations of Disclosable Pecuniary and Other Interests</u> It is Councillors responsibility to declare if they have an interest in any items raised on the agenda or raised during the meeting. Code of Conduct |
| 0305/ 25 | <u>Confirmation of Minutes</u> To consider and approve minutes of the following meeting. <ul style="list-style-type: none">Full Council Meeting held on Monday 28th April 2025 Minutes for April 25 |





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| 0405/ 25 | <u>Standing Orders – To approve and adopt new updated Standing Orders.</u> |
| 0505/ 25 | <u>Financial Regulations – Annual Review</u> |
| 0605/ 25 | <u>YLCA – To approve member representative on the Y.L.C. A</u> |
| 0705/ 25 | <u>Reports from Outside Bodies</u> Written report from Local Police and an opportunity for members to raise any matters. Eastfield Police Report May 25 |
| 0805/ 25 5mins | <u>Financial Matters</u> Councillors to consider and agree the following Financial Matters <ul style="list-style-type: none"> a) Receipts and Transactions To date b) To approve Annual Governance Statement Section 2 c) To approve Annual Statement Section 3 d) Annual Internal Audit Report for 2024-2025 e) Bank Reconciliation for April 2025 |
| 0905/ 25 5mins | To approve contracted payments for 2025-2026 <ul style="list-style-type: none"> • Clerks Salaries and contributions • DD Payment to I.C.O |
| 1005/ 25 | <u>Clerks Update</u> |
| 1105/ 25 | To confirm the dates of Full Council Meeting as the Last Monday in each month except for August and December. All meeting to commence at 7pm unless otherwise agreed |
| 1205/ 25 | <u>Date of Next Meeting</u> Monday 30 th June 2025 |

