

## WEST BUTTERWICK PARISH COUNCIL

Clerk Clare Boyall  
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24 April 2025

Dear Councillor

You are hereby summoned to the Annual Full Council meeting of the West Butterwick Parish Council which will be held in the Fred Wooffitt Memorial Hall on **Thursday 1 May 2025** immediately after the Annual Assembly meeting.

Yours faithfully

*C Boyall*

Clerk to the Council

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms, but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

No	Item	Proposer
01/05/25	<b>Public Participation Session</b> Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session (which will be conducted at 7.00 pm before the Council meeting) The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking.	
02/05/25	<b>Election of Chairman</b> To elect a Chairman of the Council.	
03/05/25	<b>Acceptance of Office</b> To sign and receive the Chairman's Acceptance of Office form.	
04/05/25	<b>Election of Vice Chairman</b> To elect a Vice Chairman of the council.	
05/05/25	<b>Apologies</b> To receive apologies and reasons for absence.	
06/05/25	<b>Declarations of Interest</b> To record any Declaration of Interest made by members in respect of items on this agenda (Members should identify the agenda item and type of interest being declared.)	
07/05/25	<b>Granting of Dispensations</b> (Code of Conduct, 2012)	
08/05/25	<b>Review of Declaration of Interest Forms</b> To receive any Change of Declaration of Interest forms.	
09/05/25	<b>Draft Minutes of the Full Council meeting held on 14 April 2025</b> To resolve the Draft Minutes of the Full Council meeting on 14 April 2025 (Copies of which have been previously circulated).	

<b>10/05/25</b>	<b>Chairperson's Items</b> To note the Chairperson's report.	
<b>11/05/25</b>	<b>Clerk's Report</b> To note the Clerks Report (Matters in progress – for information only).	
<b>12/05/25</b>	<b>Financial Report</b> To receive the Financial Report and Accounts for Payment (Local government Act 1972 s151 & Accounts and Audit Regulations 2003 as amended 2006).	
<b>13/05/25</b>	<b>Internal Auditor's Report</b> To receive the internal auditor's checklist report.	
<b>14/05/25</b>	<b>Annual Internal Auditor's Report</b> To receive and consider the annual internal Auditor's report.	
<b>15/05/25</b>	<b>Annual Governance Statement 2024/2025</b> To consider and approve the Annual Governance Statement.	
<b>16/05/25</b>	<b>Annual Accounting Statement 2024/2025</b> To receive and approve the Annual Accounting Statement.	
<b>17/05/25</b>	<b>Certificate of Exemption 2024/2025</b> To receive and approve the Audit Certificate of Exemption.	
<b>18/05/25</b>	<b>Finance Committee</b> To elect Finance Committee members.	
<b>19/05/25</b>	<b>Personnel Committee</b> To elect Personnel Committee members.	
<b>20/05/25</b>	<b>ERNLLCA District Committee Representatives</b> To Elect 2 representatives for the ERNLLCA District Committee.	
<b>21/05/25</b>	<b>Footpath Officer</b> To elect a Footpath Officer.	
<b>22/05/25</b>	<b>Snow Warden</b> To elect a Snow Warden.	
<b>23/05/25</b>	<b>Parish Council Representative to the Village Hall Committee</b> To elect a representative to the Village Hall Committee.	
<b>24/05/25</b>	<b>Standing Orders</b> To receive and approve the new updated Standing Orders.	
<b>25/05/25</b>	<b>Financial Regulations</b> To receive and approve the updated Financial Regulations.	
<b>26/05/25</b>	<b>Finance Committee Terms of Reference</b> To review and approve the Finance Committee Terms of Reference.	
<b>27/05/25</b>	<b>Personnel Committee Terms of Reference</b> To review and approve the Personnel Committee Terms of Reference.	
<b>28/05/24</b>	<b>Risk Management Policy</b> To review and approve the Risk Management Policy.	
<b>29/05/25</b>	<b>Asset Register and Annual Inspection of Assets</b> To review and approve the Asset Register and consider the annual inspection of assets.	

<b>30/05/25</b>	<b>Scheme of Delegation</b> To receive and approve the Scheme of Delegation.	
<b>31/05/25</b>	<b>Biodiversity Policy and Action Plan</b> To review the Biodiversity policy and Action Plan.	
<b>32/05/25</b>	<b>Financial Reserves Policy</b> To review and approve the Financial Reserves Policy.	
<b>33/05/25</b>	<b>Complaints Policy</b> To receive and approve the Complaints policy.	
<b>34/05/25</b>	<b>IT and Cybersecurity Policy</b> To receive and approve the IT and Cybersecurity Policy.	
<b>35/05/25</b>	<b>Dignity at Work Policy</b> To review the Dignity at Work Policy.	
<b>36/05/25</b>	<b>Grievance Policy</b> To review the Grievance policy.	
<b>37/05/25</b>	<b>Bullying and Harassment Policy</b> To review the Bullying and Harassment policy.	
<b>38/05/25</b>	<b>Whistleblowing Policy</b> To review the Whistleblowing policy.	
<b>39/05/25</b>	<b>Disciplinary Policy and Procedure</b> To review the Disciplinary policy and procedure.	
<b>40/05/25</b>	<b>Data Protection Policy</b> To review the Data Protection policy.	
<b>41/05/25</b>	<b>Subject Access Request Policy</b> To review the Subject Access request Policy	
<b>42/05/25</b>	<b>Publication Scheme</b> To review the Publication Scheme.	
<b>43/05/25</b>	<b>Health and Safety Policy</b> To review the Health and Safety Policy.	
<b>44/05/25</b>	<b>Policies and Procedures</b> To review the following policies and procedures: CCTV Policy Training and Development Policy Vexatious and Repeated Requests Policy Record Retention Policy Co-Option Procedure Child Safeguarding Policy Vulnerable Adults Policy	
<b>45/05/25</b>	<b>Schedule of Parish Council Meetings 2025 2026</b> To resolve the schedule of meetings for 2025 2026.	
<b>46/05/25</b>	<b>Insurance Provision</b> To review the council's insurance Provision.	
<b>47/05/25</b>	<b>Section 137 Local Government Act 1972</b> To note that the Section 137 expenditure limit has increased to £11.10 per elector for 2025/2026.	
<b>48/05/25</b>	<b>Subscriptions</b> To review the council's subscriptions.	

<b>49/05/25</b>	<b>Councillor Attendance Record 2024/2025</b> To note the Councillor attendance record 2024/2025.	
<b>50/05/25</b>	<b>Playground Inspection</b> To receive the monthly report of the playground inspection.	
<b>51/05/25</b>	<b>Ward Councillor Report</b> To receive a report from the Ward Councillor.	
<b>52/05/25</b>	<b>Correspondence</b> Standard's Training - Democratic Services	
<b>53/05/25</b>	<b>Highways, Footpaths and Street Lighting</b> To allow Councillors to report any issues with highways, footpaths and street lighting.	
<b>54/05/25</b>	<b>Date and Time of Next Meeting</b> To note the date and time of the next meeting as Monday 16 June 2025 at 7 pm.  Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.	
<b>55/05/25</b>	<b>Clerk's Wage</b> To resolve the Clerk's wage for May 2025.	

<b>Cheque</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Nett Amount</b>	<b>VAT</b>	<b>Total</b>
101606	J Etchell	Diesel	49.73	9.95	59.68
101607	C Boyall	May Salary			Confidential
101608	C Boyall	Mileage	11.70	0	11.70
101608	C Boyall	Postage	5.80	1.16	6.96
101609	B Brooks	Internal Annual Audit 24/25	350.00	0	350.00
DD	Sage One	Payroll Services		0	9.00