

CASTLETON PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING: 28th May 2025 BEING HELD AT 7:00PM IN WALKER ROOM, PEVERIL CENTRE, CASTLETON

Dear Councillor,

You are summoned to attend the Annual Parish Council meeting of Castleton Parish Council to be on Wednesday 28th May 2025 in the Peveril Centre, Castleton, for the purposes of transacting the business below:

T. Dale

Mrs T. Dale, 22nd May 2025

APC 01/05/25	<u>New Council:</u> A: For the existing Chair of Council to stand down and for a new Chair of the new Council to be elected by the Members present, and for the person duly nominated and elected to make any necessary arrangements for the handing over of the Chain of Office, keys and any appropriate official documents, papers, etc. B: For the existing Vice-Chair of Council to stand down and for a new Vice-Chair of the new Council to be elected by the Members present. Chair and Vice Chair of the Council to sign Acceptance of Office forms.
APC 02/05/25	<u>Apologies:</u> To consider accepting any apologies for absence.
APC 03/05/25	<u>Declarations of personal or pecuniary interests:</u> To record declarations of personal or pecuniary interests from Members as to any items to be discussed and as necessary or appropriate to receive and approve any Members' requests for dispensations on matters in which they have any Disclosable Pecuniary Interests.
APC 04/05/25	<u>Public Participation:</u> Members of the public will be allowed to speak to the meeting upon items included in the agenda in accordance with Standing Orders and at the discretion of the Chair of the meeting.
APC 05/05/25	<u>Annual Review of Policies and Documents:</u> To review and discuss existing policies and documents and resolve to adopt or amend where and as necessary (at this or in subsequent meetings or via appointment of appropriate Committees: i) Standing Orders ii) Financial Regulations iii) Code of Conduct iv) Burial Ground Policy and fees v) Equal Opportunity Policy vi) Data Protection Policy vii) Freedom of Information Policy viii) S.137 Policy ix) Complaints Procedure x) Risk Register xi) Facebook Policy xii) Privacy Policy xiii) Records Retention Policy
APC 06/05/25	<u>Annual Review of Inventory of Land, Buildings and Other Assets:</u> A: To review and update the Asset Register. To record all property and land owned by the Council and its location, extent, plan, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held.
APC 07/05/25	<u>Minutes of Last Meeting and Matters Relating Thereto:</u> A: To consider for approval the Minutes of the Annual Parish Meeting will be included on the agenda in future years separating out the annual and ordinary meeting. B: To consider any matters arising. Will be included in future annual meeting agendas
APC 08/05/25	<u>Council Ordinary Meetings:</u> To confirm that the Council shall continue to hold its Ordinary Meetings in the Castleton Village Hall (or such other place as specified on the agenda for the appropriate meeting) commencing at

	7pm on the last Thursday of every calendar month excepting August and December (*unless this be required to be changed by law or public holiday).																																	
APC 09/05/25	<u>Minutes of Last Meeting and Matters Relating Thereto:</u> A: To consider for approval the Minutes of the Annual Parish Council meetings held on 30th May 2024 and to arrange for the Chair of the meeting to sign them as a true and accurate record of the meeting to which they relate.																																	
APC 10/05/25	<u>Finance:</u> A: To note the Council’s monetary assets in the following accounts: i) National Westminster Bank Current Account ii) National Savings Investment Account <table border="1"><thead><tr><th></th><th>Current Account</th><th>NS&I</th></tr></thead><tbody><tr><td>Balance brought forward 01/04/24</td><td>13,472.08</td><td>18,671.94</td></tr><tr><td>Total Income</td><td>18,335.36</td><td>TBC</td></tr><tr><td>Total Expenditure</td><td>17,239.65</td><td>0.00</td></tr><tr><td>Balance</td><td>14,567.79</td><td>TBC</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Last Statement Balance</td><td>16,037.44</td><td>TBC</td></tr><tr><td>Less un-presented cheques</td><td>1,469.65</td><td>0.00</td></tr><tr><td>Less this month’s payments</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Available Balance 31/03/25</td><td>14,567.79</td><td>TBC</td></tr></tbody></table> B: To approve and instruct the payment by cheque of presented invoiced items including the following: None further to include C: To note income and receipts of the Council. None further to include D: To consider and sign Section 1 of the Annual Governance and Accountability Return Part 2 – Annual Governance Statement 2024/25. E: To consider and sign Section 2 of the Annual Governance and Accountability Return Part 2 – Accounting Statements 2024/25. F: To consider and sign Certificate of Exemption of the Annual Governance and Accountability Return - form 2.		Current Account	NS&I	Balance brought forward 01/04/24	13,472.08	18,671.94	Total Income	18,335.36	TBC	Total Expenditure	17,239.65	0.00	Balance	14,567.79	TBC				Last Statement Balance	16,037.44	TBC	Less un-presented cheques	1,469.65	0.00	Less this month’s payments	0.00	0.00				Available Balance 31/03/25	14,567.79	TBC
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APC 11/05/25	<u>Subscriptions:</u> To review the Councils subscriptions to other bodies: i) Membership to the Peak Park Parishes Forum 2025/26 ii) Membership to DALC 2025/26 iii) Membership to Rural Services Network 2025/26 iv) Microsoft Annual Subscription 2025/26 v) ICO – Information Commissioners’ Office Annual Subscription 2025/26																																	
APC 12/05/25	<u>Insurance:</u> To confirm arrangements for insurance cover in respect of all insurable risks																																	

The date of the next Ordinary Meeting of the Council 28th May in the Walker Room, Peveril Centre, Castleton, at 7:30pm.

Mrs T. Dale, Clerk to Castleton Parish Council
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