

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: clerk@nortonlindseyparishcouncil.gov.uk)

To All Members of the Council

8 May 2025

You are hereby summoned to attend the Annual Meeting of Norton Lindsey Parish Council to be held in Norton Lindsey Church Room, Church Road on Tuesday 13 May 2025 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

Agenda

25/05/13-AM/01 To elect the Chairman of the Council

25/05/13-AM/02 Record of members present

25/05/13-AM/03 To receive apologies for absence

To receive, and consider for approval, apologies for absence and reasons given.

25/05/13-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda

Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest, at this point or at any point during the meeting. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.

25/05/13-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Office, which has not been received as provided by law, shall be received

25/05/13-AM/06 To elect the Vice Chairman of the Council

(Note: there is no obligation to appoint a Vice-Chairman and the Vice-Chairman is not required to sign a Declaration of Acceptance of Office.)

25/05/13-AM/07 To agree dates for Council Meetings for the forthcoming Year

Suggested dates for the next year are as follows (all dates are Tuesday's unless otherwise stated):
10 June 2025; 8 July 2025; 16 September 2025*; 21 October 2025*; 11 November 2025; 9 December 2025; 13 January 2026; 10 February 2026; 10 March 2026; 21 April 2026 – Parish Assembly *avoiding Easter*; 12 May 2026 – Annual/Ordinary Meetings

** Note: September and October suggested meeting dates are the third Tuesday of the month due to the Clerk's unavailability on the second Tuesday.*

- 25/05/13-AM/08** **If applicable, to appoint Council Committee Members and to review remit of, including Delegation of Functions to Committees, and/or appoint Working Party Members as appropriate**
(Note: there is no obligation to appoint any Committees; Norton Lindsey Parish Council currently has no Sub-Committees or Working Parties. However, NLPC appoints on an annual basis a Councillor to conduct regular reviews of its accounts.)
- 25/05/13-AM/09** **To appoint Representatives to Sit on Outside Bodies**
(Note: currently the only Outside Body with a Parish Council representative is the Claverdon & District Nursing Association.)
- 25/05/13-AM/10** **To appoint an Internal Auditor for the financial year 2025/26**
- 25/05/13-AM/11** **To review bank account signatories and arrange to authorise appropriate Bank Mandate if there are any changes**
- 25/05/13-AM/12** **To receive the Parish Council's Statement of Finances at 31 March 2025**
- 25/05/13-AM/13** **To review the Parish Council's Asset Register**
- 25/05/13-AM/14** **To agree the Parish Council Action Plan for 2025/26**
- 25/05/13-AM/15** **To review the Parish Council's Standing Orders and Financial Regulations**
- 25/05/13-AM/16** **To review the Council's insurance provision**
- 25/05/13-AM/17** **To review subscriptions**
(Note: NLPC is currently a member of WALC and pays for the Clerk's membership of the Society of Local Council Clerks.)
- 25/05/13-AM/18** **To consider training requirements for Councillors**
- 25/05/13-AM/19** **Close**