



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

Councillors are summoned to, and the public is given notice of, the meeting of Newstead Parish Council to be held at 7.30pm on Wednesday 14<sup>th</sup> May 2025 at the Newstead Centre, Tilford Road, Newstead

*Vikki Arkell* - Newstead Parish Clerk & RFO

### Agenda

25.18 To receive and approve apologies for absence

#### Annual Meeting Business

- 25.19 Election of the Chairman for 25/26 and to complete Declarations of Office
- 25.20 Election of the Vice Chairman for 25/26
- 25.21 To agree the meeting location and schedule for 25/26 up to and including the next annual meeting of the Council.
- 25.22 Review and adoption of Standing Orders
- 25.23 Review and adoption of Financial Regulations

#### Ordinary Meeting Business

- 25.24 Declaration of Members' interests for this meeting
- 25.25 To receive reports from County and Borough Councillors
- 25.26 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
- 25.27 Correspondence received
  - a. Skate Jam
- 25.28 To confirm the minutes of the Parish Council Meeting of the 9<sup>th</sup> April as accurate

#### Finance

- 25.29 To note/approve the payment of invoices received in April 2025
- 25.30 To review the bank reconciliation, financial summary and the budget status
- 25.31 Annual Governance documents for year ending 31st March 2025
  - a. To receive and review the report from the internal auditor
  - b. Section 1: Annual Governance Statement – to consider the questions and respond accordingly
  - c. Section 2: Statement of Accounts – to consider and agree the accounting figures
  - d. Notice of Public Rights - To note the dates
  - e. Statement of Variance – To note the explanation of variances for submission

#### General Matters Concerning the Parish

- 25.32 To note the hours allocated for 25/26 and discuss jobs for the Lengthsman
- 25.33 To set a date for the next consultation for the playground refurbishment funding and discuss next steps.
- 25.34 To consider the request from a resident to install picnic benches, a planter an edging border
- 25.35 To note the date and time of the next meeting: 11<sup>th</sup> June 2025 at 7:30pm