

**PARISH COUNCIL MEETING
WEDNESDAY 19 NOVEMBER 2025
AT 6.00PM AT**

STAKEFORD AND BOMARSUND SPORTS AND SOCIAL WELFARE CENTRE

Agenda – Part 1

1. **To accept apologies for absence** and to remind members that any Member not attending a meeting of the Council for six consecutive months will be deemed to be no longer a member of the Parish Council.
2. **Members will identify any declarations of disclosable pecuniary and other registerable interest(s).**
3. **Public Questions** (Please read the note overleaf).
4. **Any planning matters for consideration.**
5. **To receive and adopt the minutes of the Parish Council held on 17 September 2025**
6. **Any matters arising.**
7. **To receive and note the minutes of the Allotment Committee 24 September 2025**
8. **To receive and note the minutes of the Staffing and Policy meeting on 29 October 2025**
9. **Internal Controls Review**
 1. Members are requested to review the report of internal controls
 2. Members are requested to note the internal auditors interim review
10. **Parish Clerk's Report including**
 1. **Finance Report.** Members will receive a report from the PC/RFO on expenditure made and income received since the last meeting of the Parish Council and the bank account reconciliation for signature of the Chairman This information will be placed on the Parish Council website.
 2. **Financial Performance to the end of the financial quarter.** Members are asked to receive this report at this meeting. It would be referred to the Finance Committee however budget setting will delay the meeting of the finance committee.
 3. **Health and Safety report.** Members will receive a quarterly report for consideration and advise if further action is required.
 4. **Neighbourhood Planning.** To receive an update on the progress of the Neighbourhood plan
 5. **Budget Preparation 2025/26.** Parish Clerk/RFO will ask members to give direction on the process for preparation and adoption of a budget and setting of precept for 2025/6
 6. **Reserves Policy.** Members will consider the reserves policy that informs the budget setting process.

11. **Code of Conduct:** - Members are requested to review and adopt the code of conduct

Agenda – Part 2. Members will be asked to consider if there are matters that in consideration of Standing Order 3d and because of their special and confidential nature, require the exclusion of press and public.

1. **Consideration of any matters referred from Agenda Part 1.**
2. **Grants.** Members will consider requests for grants from community groups.

Notes to be read in connection with Agenda Items 2 and 3

Note for the Public - Members of the public may attend but access will be on a first come first served basis. Public questions can be notified to the Parish Clerk **before 12noon** on the day of the meeting and will be read out in the meeting during the public session. As usual, it is not the Council's custom to respond during the public session. Where appropriate the Chairman will inform the resident of the action to be taken, that is, passed to a committee; go on the next agenda; or the points will be taken into consideration if already on the agenda

Note re Declarations of interest – Members are required to disclose personal and prejudicial interests relating to any matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting if it only becomes apparent to the member during the meeting.

If a member who has declared a personal interest then considers the interest to be prejudicial he/she shall declare that, and, after making any representations, answering questions or giving evidence relating to the business, the member shall withdraw from the room for the remainder of the item to which the interest relates.

**Angela Brindley
Parish Clerk
12 September 2025**