

CARHAM PARISH COUNCIL

Parish Council website: www.carhamparish.org

Summons to all Parish Councillors to attend the Annual Parish Council Meeting to be held on Monday 12th May 2025 in St Cuthbert's Church, Carham commencing at 6.35 p.m., or on the rising of the Annual Parish Assembly.

AGENDA

- 1. Declaration of Acceptance**
 - All Parish Councillors to sign a Declaration of Acceptance form.
 - All Parish Councillors to complete a Declaration of Interest form
- 2. Election of Chairman for 2025/26**
 - Parish Councillors to elect the Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 3. Election of Vice- Chairman for 2025/26**
 - Parish Councillors to elect the Vice-Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 4. Chairman's Annual Report.**
 - Parish Councillors to note The Chairman's Annual Report for 2024/25
- 5. Apologies for absence-** Parish Councillor J McGregor
- 6. Declaration of Interest**

Members are invited to declare any interest they may have in any of the items included on the agenda of this meeting.
- 7. Request for Dispensation**
 - (i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.
 - (ii) To consider requests for dispensation.
- 8. Minutes of the Parish Council Meeting held on 10th March 2025**

Parish Councillors to receive and endorse the Minutes of the Parish Council Meeting held on 10th March 2025 previously circulated.
- 9. Any matters arising from the Minutes**
 - Parish Councillors to receive any updates on items not covered on the Agenda
- 10. Parish Council Policies**
 - Parish Councillors to agree to adopt the previously circulated Code of Conduct
 - Parish Councillors to agree to adopt the previously circulated Standing Orders.
 - Parish Councillors to agree to adopt the previously circulated Parish Council's Complaints Procedure

11. County Councillor report

- Parish Councillors to receive an annual report from County Councillor M Mather

12. Annual Governance and Accountability Return for 2024/25

- 12.1 Parish Councillors to consider and agree any actions arising from the report of the internal auditor (copy attached)
- 12.2 Parish Councillors to approve the Annual Governance Statement (draft copy attached)
- 12.3 Parish Councillors to approve the draft annual accounts for 2024/25 (draft copy attached)
- 12.4 Parish Councillors to approve the Accounting Statement and Explanation of Variances (draft copy attached)
- 12.5 Parish Councillors to confirm and approve the Certification of Exemption (draft copy attached)
- 12.6 Parish Councillors to agree a vote of thanks to the Internal Auditor.

13. Financial Statement- Bank Balance £ 1913.66 as at 31st March 2025

14. Receipts

- Northumberland CC £ 1250.00 ½ Annual precept

15. Accounts for Payment

- ICO £ 47.00 Annual Data Protection fee D/D (paid)
- John Lauder £ 217.77 Play Park- Repair fence
- P Feerick £ 22.46 Telephone box – toughened glass

16. Annual Insurance Premium

- Parish Councillors to receive an update on the Annual Insurance Premium.
- Parish Councillors to agree next steps.

17. Telephone box

- Parish Councillors to note the damage to the telephone box
- Parish Councillors to agree a payment of £22.46 to the Chairman for the purchase of toughened glass to repair the telephone box.
- Parish Councillors to consider the offer of plants for the area next to the telephone box
- Parish Councillors to consider/agree any actions.

18. Play Area

- Parish Councillors to ratify the placing of the order with Playsafety for the Annual ROSPA inspection of the play area.

19. Defibrillators

- Parish Councillors to receive any updates.
- Parish Councillors to consider any actions.

20. Speed Warning Sign

- Parish Councillors to note correspondence received from a resident
- Parish Councillors to consider any updates

- Parish Councillors to agree any actions.

21. Parish Council noticeboard

- Parish Councillors to consider the condition of the Parish Council noticeboard
- Parish Councillors to agree any actions.

22. Bank Account

- Parish Councillors to agree to update the bank signatory list

23. HMRC/PAYE

- Parish Councillors to agree the Clerk register a PAYE Account with HMRC

24. Parish Council meeting dates for 2025/26

- Parish Councillors to agree the dates for Parish Council meetings to be held in 2025/26.

25. Any Other Business

26. Date of next meeting TBC

(Sgnd.) Isabel Hunter
Clerk to Carham Parish Council