

## **Carham Parish Council**

**Website: [www.carhamparish.org](http://www.carhamparish.org)**

**Summons to all Parish Councillors to attend the Annual Parish Assembly  
to be held on Monday 12<sup>th</sup> May 2025 in St Cuthbert's Church, Carham commencing at 6.30 p.m.**

- The Chairman to present his Annual Report for 2024/25

Members of the public are invited to attend to ask questions or raise any issues relating to matters within the Parish.

(Sgnd.) Isabel Hunter  
Clerk to Carham Parish Council

## **CARHAM PARISH COUNCIL**

Parish Council website: [www.carhamparish.org](http://www.carhamparish.org)

**Summons to all Parish Councillors to attend the Annual Parish Council Meeting to be held on Monday 12<sup>th</sup> 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 10<sup>th</sup> March 2025**

Parish Councillors to receive and endorse the Minutes of the Parish Council Meeting held on 10<sup>th</sup> 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 31<sup>st</sup> 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