

# Stapleton and Cleasby Annual Meeting of The Council

Wednesday 14<sup>th</sup> May 2025 at 6.15pm

Cleasby and Stapleton Village Hall

## Agenda

1. Election of Chairman
2. Chairman to sign Acceptance of Office
3. Apologies
4. To agree the Minutes of the Annual meeting held on 8<sup>th</sup> May 2024 as a true and accurate record
5. Election of Vice-chairman
6. Declaration of Office
  - i. Councillors to sign Declaration of Acceptance
  - ii. To resolve that any Councillor unable to sign their Declaration of Acceptance at this first meeting of the council, can do so at the next ordinary meeting of the council.
7. To appoint a Responsible Financial Officer for the coming year.
8. To receive and approve the Responsible Financial Officer's Year End annual report
9. Annual Governance and Return
  - i. Certificate of Exemption. To agree to certify that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
  - ii. To consider, approve and sign the Annual Governance Statement
  - iii. To consider, approve and sign the Annual Accounting Statement
  - iv. To set the dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return.
  - v. To review and agree the Asset Register.
10. To review and adopt policies and procedures
  - i. Standing Orders
  - ii. Risk Assessment and Management
  - iii. Councillors Code of Conduct
  - iv. Publication Scheme
  - v. Asset Register
  - vi. Complaints procedure
11. To agree to conduct an annual audit of the trees under ownership of the parish council.
12. To note the date of the next Annual Meeting of the Council, Wednesday 13<sup>th</sup> May 2026