

Butlers Marston Parish Council

The Annual Meeting of the Parish Council will be held on **Thursday 29th May 2025 at 7pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

AGENDA

1. **Election of Chairman**
2. **Apologies for absence**
3. **Election of Vice-Chairman**
4. **Members' declarations of interest for items on the agenda**
5. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
6. **To approve the minutes of the Parish Council (PC) meeting held on 27th March 2025**
7. **County/District Councillor reports**
8. **To agree the Terms of Reference for the following committees:**
 - 8.1 HR & Personnel Committee
 - 8.2 Butlers Marston Church Reordering Group
9. **To agree membership of the following committees:**
 - 9.1 HR & Personnel Committee
 - 9.2 Butlers Marston Church Reordering Group
10. **Annual Governance and Accountability Return 2024-25**
 - 10.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year
 - 10.2 To complete and approve the annual governance statement for the 24/25 audit
 - 10.3 To approve the accounting statements for the 24/25 audit
 - 10.4 To approve completion and signing of the AGAR Certificate of Exemption for 24/25
 - 10.5 To agree the dates for the notice of public rights – proposed dates are 3rd June to 14th July 2025

11. Finance

- 11.1 Confirmation of the bank balances as at 22.05.25 of £819.44 and £7,313.68
- 11.2 To approve the following payments made using delegated powers:

| | | | |
|----------|---------------|------------------------------------|---------|
| 15.04.25 | Lloyds | Bank fee | £4.25 |
| 25.04.25 | WALC | Annual membership | £150.60 |
| 25.04.25 | Kirsty Buttle | Salary, office, and software share | £201.82 |
| 25.04.25 | HMRC | Tax Apr | £40.60 |
| 25.04.25 | Wix.com | Monthly website hosting | £12.60 |
| 19.05.25 | Lloyds | Bank fee | £4.25 |

- 11.3 To note the following receipts:

| | | | |
|----------|------|------------|---------|
| 11.04.25 | HMRC | VAT refund | £117.05 |
|----------|------|------------|---------|

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|----------|--------|----------|-----------|
| 23.04.25 | SDC | Precept | £2,459.00 |
| 09.04.25 | Lloyds | Interest | £4.84 |
| 09.05.25 | Lloyds | Interest | £4.47 |

11.4 To approve payment of the following invoices:

| | | |
|---------------|-----------------------------------|---------|
| Kirsty Buttle | Salary, stamps, and ink cartridge | £223.76 |
| HMRC | Tax May | £40.60 |

12. Planning applications received - None

13. Planning decisions received

24/03168/COUQ - Cattleyard West Meads Farm, Pillerton Road, Butlers Marston. Change of use from an agricultural building to a dwellinghouse. **Approved.**

14. To re-adopt the following policies with no changes made:

- 14.1 Risk Assessment
- 14.2 Sexual and General Harassment Policy

15. To approve the following amended policies:

- 15.1 Standing Orders
- 15.2 Financial Regulations
- 15.3 Biodiversity Policy

16. Information exchange

Date of next meeting – 6th August 2025

Signed:



Parish Clerk

Date: 23rd May 2025