



# Healeyfield Parish Council

Email: [clerk@healeyfieldparishcouncil.gov.uk](mailto:clerk@healeyfieldparishcouncil.gov.uk)

Visit our website at [www.healeyfieldparishcouncil.gov.uk](http://www.healeyfieldparishcouncil.gov.uk)

Clerk: Mr Ian Robson - Tel: 07999 985 548

## **To All Healeyfield Parish Councillors**

**You are hereby summoned to attend the Annual Meeting of Healeyfield Parish Council to be held in CASTLESIDE VILLAGE HALL on THURSDAY 15<sup>th</sup> May 2025 at 7.15pm.**

Public Notice of the Meeting has been given in accordance with Sch 12 paragraph 10(2) of the LGA 1972

## **AGENDA**

### **1. Election of Chairman**

### **2. Acceptance of Office of Chairman**

### **3. Election of Vice Chairman**

### **4. Apologies for Absence**

To receive apologies and to approve reasons for absence

### **5. Declarations of Interest**

To notify of any items that appear in the agenda in which you may have an interest, including those that have been previously recorded in the Members Register of Interests.

### **6. Appointment of Internal Auditor**

### **7. Minutes**

To approve the minutes of the previous meeting held on Thursday April 24<sup>th</sup>, 2025.

### **8. Public Participation - Comments on items on this agenda**

### **9. Chairman's Report**

### **10. County Councillor Report**

### **11. Correspondence**

### **12. Clerk's Report**

- a. Approve Asset Register
- b. Receive & Approve 2025 Review of Internal Control Report
- c. Internal Audit - Receive Annual Internal Audit Report
- d. Approve Annual Governance Statement
- e. Approve Accounting Statements
- f. Commencement Date for exercise in public rights
- g. Councillors to renew agreement to receive summons and agendas by email for the next 12 months.
- h. Council Insurance Renewal
- i. Available Training
- j. Matters for Information
  - Photograph Storage Box

### **13. Finance**

- a. Accounts for Payment
- b. Receive Financial Regulations para 2.6 report

### **14. Planning Applications**

None received

### **15. Parish Event Planning**

- a. Remembrance Parade & Service – Sunday 9<sup>th</sup> November

b. Castleside Show – September 2026

**16. 2025 Christmas Lights**

a. To discuss progress regarding this item.

**17. Parish Council Meeting Location**

a. To review the meeting location for Parish Council meetings.

**18. Documentation Review**

- a. Document Retention & Disposal Policy
- b. GDPR Procedures (Data Protection Policy)
- c. Recording of Meetings

**19. Date of the next Meeting - Thursday 26<sup>th</sup> June 2025 at 7pm**

Public Bodies (Admission to Meetings) Act 1960, s.1(2). A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

**20. Confidential Items**

a. As required

*Ian Robson*

Parish Clerk – 9<sup>th</sup> May 2025