**21st May 2025**

**Public Notice is given of the**

**Annual Meeting of CUTSDEAN PARISH COUNCIL**

to be held on **FRIDAY 30th May 2025**

at Church**, CUTSDEAN GL54 5RX** commencing 6pm

**Members of the public and press are invited to attend the meeting**

**Public Bodies (Admission to Meetings) Act 1960**

**To all Members of CUTSDEAN PARISH COUNCIL**

You are hereby summoned to attend the Annual Meeting of the Parish Council for the business of considering and resolving the matters set out below, and taking place as listed above:

**Amanda Davis**

Parish Clerk

[davis4projects@gmail.com](mailto:davis4projects@gmail.com)

**AGENDA**

* + - 1. **To elect the Chair** of the Council and to **receive the Chair’s Declaration of Acceptance of Office**
      2. **To elect the Vice Chair** of the Council and to **receive the Vice Chair’s Declaration of Acceptance of Office**
      3. **To receive Apologies for Absence** and approve reasons given (LGA 1972 S85 (1))
      4. **Declarations of interests**: Members to declare any intereststhey may have in agenda items and to consider any prior requests from Councillors for dispensations (Localism Act 2011 s33, b-e) NB This does not preclude declarations later in meeting
      5. **To agree Minutes** ofMeeting of Parish Council:1st April 2025
      6. **To receive report** from newly elected County Cllr Tom Bradley
      7. **To receive report** from District Cllr Len Wilkins
      8. **Public Session**: To provide members of the public / press with the opportunity to comment on items on the agenda
      9. **To note the process** whereby Cotswold District Council issues

**Notice of a Vacancy** at Parish Council and to discuss the Parish Council co-option procedure to fill the vacancy

* + - 1. To receive and consider an update on:

10a the process where District Council commence a Community Governance Review, to **dissolve Parish Council and transition to Parish Meeting**

10b **County reorganization to Unitary** Authorities, Regional Devolution and implications for Parish Councils

* + - 1. To review and adopt the Standing Orders for Cutsdean Parish Council
      2. To review and adopt the Code of Conduct for Cutsdean Parish Council
      3. To review and adopt the Financial Regulations for Cutsdean Parish Council
      4. To review and adopt the Risk Management Schedule for Cutsdean Parish Council
      5. To confirm the Asset Register and that the inspection of assets has been completed
      6. To allocate specific responsibilities to Councillors, such as defibrillator checks, winter warden, signatories to bank account
      7. To consider recommendations for the renewal of insurance policy, and to agree insurance cover to commence 1st June 2025
      8. To note that subscriptions to other bodies will be reviewed on a case by case basis as renewal approaches
      9. **To consider and approve financial reports and decide to**:

19a **Note progress** in switching bank account

19b **Ratify payments** made since last meeting under delegated powers, if any

19c **Note** thatthe first installment of the 2025/26 precept has been received

19d **Receive** expenditure against budget for the year 2025/26 to date

19e **Note** bank reconciliation and, in line with good governance internal checks, sign bank statements

19f **Agree payments** as per schedule

19g **Review and note** direct debits and standing orders for 2025/26, if any

* + - 1. **To note** that internal audit is in progress and that the accounts, AGAR and dates for public inspection are to be agreed at the next meeting in June 2025
      2. **Clerk’s Report**

To note the PAYE account has been closed, HMRC notified and PATA Payroll service stopped as at 31st March 2025. Payments for GAPTC subscription and Internal Audit fees, and for Insurance Premium have been granted credit terms until the bank account switch has completed

* + - 1. To consider m**atters for the agenda of the next Parish Council** meeting (no decisions may take place at this item)
      2. To confirm d**ates for future meetings:**
* June Parish Council meeting
* Other meetings in 2025/26

Close meeting