

Waltham Parish Council

EST. 1894

Website: <https://walthampc.org.uk>

TO: ALL MEMBERS OF WALTHAM PARISH COUNCIL.

Councillors are hereby **summoned** to attend the **Annual Meeting of the Parish Council** on **Thursday the 29th of May 2025** commencing at 7.30 pm at Waltham Village Hall for the transaction of the business described in the following Agenda. Supporting documents can be found on the Parish Councils website. Members of the public may make representations, answer questions and give evidence in respect of the business on the agenda during the Public Session (Standing Order 3e).

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2025-26.
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
3. To receive and approve apologies for absence.
4. To receive any declarations of interest (Disclosable Pecuniary Interest and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of Motions and Resolutions of the meeting held on the 1st April 2025.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Public Session: To receive representations questions and evidence from the public on agenda items.
8. Chairman's Report. To receive an update on current issues:
 - a) Feedback from the Annual Parish Meeting.
9. To receive reports: from County and City Councillors.
 - a) County Councillor Mike Sole
 - b) City Councillors
10. Appointment and scope of the Internal Auditor.
11. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.
12. Financial matters:
 - a) To approve the following financial documents:
 - i. To receive the end of the Year accounts.

- ii. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review.
- iii. To receive the report from the Internal Auditor.
- iv. To approve the Annual Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 25.
- v. To consider the Accounting Statements 2024/25 and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31st March 2025 and the explanation of significant variance from 2023-24 to 2024-25. To ensure the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting.
- vi. To approve the arrangements for the exercise of electors rights.

b) To note/authorise the following:

- i. To note the Parish Council's financial position.
- ii. To authorise any payments.

- 13. To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks.
- 14. Review of the Council's complaints procedure.
- 15. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (*see also standing orders 11, 20 and 21*).
- 16. Review of the Council's employment policies and procedures.
- 17. To consider any changes to the Risk Assessment.
- 18. To receive any updates on Highways/Environment.
- 19. Any Other Business (for information purposes only).

20. Date of next meetings:

1 st July 2025	2 nd September 2025	7 th October 2025
4 th November 2025	9 th December 2025	3 rd February 2026
3 rd March 2026	7 th April 2026	26 th May 2026



T Block
Clerk to Waltham Parish Council