

# **SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL**

## **NOTICE OF ANNUAL AND PARISH COUNCIL MEETING**

### **Members of the Public and the Press are invited to attend all Council Meetings**

Although no prior notification is needed it would be helpful to let the Clerk know of any plans to film or record the meeting so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting and you are asked to act in a reasonable manner and not disrupt the conduct of meetings. Recording must be clearly visible to anyone at the meeting.

Dear Councillors,

You are hereby summoned to attend the following meetings:

#### **Annual and Parish Council Meeting of SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL (following the Annual Parish Meeting)**

**Time** 19:00 hrs

**Day** Thursday 22nd May 2025

**Place** South Cadbury Village Hall

Councillors will be discussing all the items listed on the Agenda

Yours faithfully

*Cherry Toop*

Parish Clerk

16<sup>th</sup> May 2025

### **AGENDA – ANNUAL MEETING**

**AM 2025/01** To **ELECT** the Chairman of the Council for 2025/2026 and receive their Declaration of Acceptance of Office

**AM 2025/02** To **ELECT** the Vice Chairman of the Council and receive their Declaration of Acceptance of Office

**AM 2025/03** To **RECEIVE** apologies for absence and to approve the reasons given

**AM 2025/04** To **APPROVE** and sign as a correct record the **minutes** of the Annual Parish Meeting held on Wednesday 15<sup>th</sup> May 2024

**AM 2025/05** To **CONSIDER** any applications received for the Casual Vacancy on the Parish Council and conduct vote to fill the vacancy by co-option

**AM 2025/06** **Election** of Officers, Statutory and Standing Committees (if any) and allocation of Parish Responsibilities to individual Councillors:

1. Village Hall Committee representatives
2. Bank Signatories

**AM 2025/07** To **ADOPT** the following policies and documents

1. Standing Orders (no change)
2. Code of Conduct (no change)
3. Financial Regulations (latest NALC update)
4. Register of Assets

**AM 2025/08** To **CONFIRM** dates of meetings (2025-2025) and Annual Parish Meeting (2026)  
**To be followed by the South Cadbury and Sutton Montis Parish Council meeting**

## **AGENDA – COUNCIL MEETING**

- PC 2025/40** Members to **DECLARE** any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct
- PC 2025/41** To **RECEIVE** the Clerk's report (circulated) and resolve actions from the last full council and Extraordinary meeting
- PC 2025/42** To **NOTE** the next Local Community Network meeting will be the AGM at 7.00pm on Wednesday 16th July 2025, at Queen Camel Memorial Hall, and if appropriate agree who should attend
- PC 2025/43** To **RECEIVE** an update on previous planning applications
- PC 2025/44** To **RECEIVE** any updates on Highways and Rights of Way and resolve any actions arising
- PC 2025/45** To **RESOLVE** to approve the annual accounts for year ending 2024-2025
- PC 2025/46** To **RECEIVE** the internal auditor's report, if available
- PC 2025/47** To **RESOLVE** to approve the Annual Governance Statement for 2024-2025
- PC 2025/48** To **RESOLVE** to approve the Accounting Statements for 2024-2025
- PC 2025/49** To **RESOLVE** to complete the Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- PC 2025/50** To **NOTE** that the period during which electors and interested persons may exercise rights relating to the annual accounts will be from 3<sup>rd</sup> June – 14<sup>th</sup> July 2025
- PC 2025/51** To **CONSIDER** any training requirements for the Clerk and councillors
- PC 2025/52** **Financial matters**
1. To **RECEIVE** an update of the bank balance and monthly charges
  2. To **APPROVE** the bank reconciliation as at 30/04/2025 prior to signing by the Chairman and Clerk
  3. To **RECEIVE** and approve Clerk timesheet for April 2025
  4. Payments to **APPROVE**
    - a) Clerk salary April £398.58
    - b) Home Office Allowance invoice May 2025
  5. To **CONSIDER** quotes received and resolve renewal of insurance for 2025-2026
  6. To **RESOLVE** to approve schedule of payments for 2025-2026

**PC 2025/53** To **CONSIDER** any correspondence received

**Date of next meeting 17<sup>th</sup> July 2025 at Sutton Montis Village Hall**

*Cherry Toop*

Cherry Toop (Clerk to Parish Council)

16<sup>th</sup> May 2025

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