

# BAXTERLEY PARISH COUNCIL

Clerk to the Council:

Email: [Clerk.baxterleypc@gmail.com](mailto:Clerk.baxterleypc@gmail.com)

Correspondence address: 7 Margaret Road, Atherstone, Warwickshire. CV9 1EE.

8<sup>th</sup> May 2025

Dear Councillor

You are hereby summoned to attend the next full Parish Council meeting to be held on **Thursday 15th May 2025**. The Meeting will be held at the **Rose Inn, Main Road Baxterley**. If you are unable to attend, please forward your apologies to the Clerk.

Members of the public are welcome to attend.

*A Stevens*

Alison Stevens  
Clerk & RFO to the Parish Council

## **7.15pm – Open Forum**

Public participation: To adjourn to allow public participation. Questions to be emailed to the Clerk prior to the meeting.

## **Parish Council Meeting**

### **2017. Apologies & reasons for absence**

### **2018. Declarations of interest**

- (i) To provide an opportunity for Members to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda
- (ii) To consider any written applications for dispensations in accordance with the provisions of S33 of the Localism Act 2011 with regard to any item on the Agenda.

### **2019. Minutes of the previous meetings:**

To approve minutes of the Parish Council Meeting held on 27<sup>th</sup> March 2025.

### **2020. Matters arising that are not listed as agenda items**

### **2021. Correspondence**

To receive correspondence

### **2022. Reports from Police, WCC and NWBC Councillors**

Councillors are requested to use this opportunity to report any updates or relevant information.

### **2023. Planning applications, consultations and updates**

Planning applications update.

## 2024. Finance

### 2024.1 Income, expenditure

**Recommendation:** Receive and approve all payments

DATE				
<b>March 25</b>				
03.03.25	E72	Alison Stevens	Salary	£361.66
03.03.25	E73	Zen	domain name	£19.19
24.03.25	E74	Prontaprint	newsletter	£68.00
28.03.25	E75	Alison Stevens	Salary	£361.66
31.03.25	E76	Unity Trust	Charges	£6.00
<b>April 25</b>				
04.04.25	E1	Screatons	Payroll	£30.43
07.04.25	E2	Geosphere	Digital mapping	£48.00
10.04.25	E3	Alison Gregory	Update to website	£110.00
28.04.25	E4	Prontaprint	newsletter	£112.00
28.04.25	E5	WALC	subscription	£182.00
28.04.25	E6	Alison Stevens	Salary	£361.66
30.04.25	E7	Unity Trust	Charges	£6.00

#### Income

31.03.25	R	Unity Trust	Interest	£132.01
08.04.25	R	HMRC	VAT reimbursement	£877.74
25.04.25	R	NWBC	Precept	£7500.00

#### Balances

31.03.25	Current account	£6,427.96
31.03.25	Savings account	£21,100.35
30.04.25	Current account	£13603.91
30.04.25	Savings account	£21,100.35

### 2024.2 Bank Reconciliation

**Recommendation:** Receive and approve

### 2024.3 Quarterly report

**Recommendation:** Receive and approve

### 2025 Audit process – internal audit report

Receive the internal audit report completed 30.4.25.

**Recommendation:** approve payment of invoice.

## Annual Governance & Accountability Return 2024-25 and Explanation of variances.

### 2025.1 Annual Governance and Accountability Return 2024/25

**Recommendation:** Completion of Exemption Certificate

**2025.2 Annual Governance and Accountability Return 2024/25**

**Recommendation:** Completion of Section 1

**2025.3 Annual Governance and Accountability Return 2024/25**

**Recommendation:** Completion of Section 2

**2026. Policy Reviews**

Review of Asset Register and scheme of delegation.

**2027. Grant Application**

Receive and discuss BIB grant application.

**2028. Asset maintenance**

**Recommendation:** approve quote for bench maintenance and payment for work (£335) and paint (£30.96) Approve payment for new flag and collar (£49.93)

**2029. Review of Insurance**

Annual review of insurance.

**Recommendation:** approve payment of insurance invoice.

**2030. Clerk and Councillor's Reports and items for future Agenda:**

Councillors and Clerk are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the agenda, and to raise items for future Agendas.

**2031. Date of the next meeting**

**Recommendation:** To confirm the date of the next meeting is **Thursday 19<sup>th</sup> June 2025 and will be held at The School Room, Baxterley Church.**