

**ANNUAL MEETING OF SHALDEN PARISH COUNCIL  
TO BE HELD Wednesday 14<sup>th</sup> May 2025 AT 7:30pm**

Dear Councillor, You are hereby summoned to a meeting of Shalden Parish Council for the transaction of business set out below. This meeting is being held at Shalden Village Hall.



Katherine Horton, Clerk to the Council

8<sup>th</sup> May 2025

**AGENDA**

- 1) Welcome**
- 2) Apologies for Absence**
- 3) Appointment to Committee roles**
  - a) Appointment of Chair and signature of Acceptance of Office
  - b) Appointment of Footpaths Representative and Village Hall Representative with verbal declarations of Acceptance of Office
- 4) Declarations of Interest.** *Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary or personal interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses & votes on the matter.*
- 5) Approval of Minutes.** To approve the minutes of the Parish Council Meeting held on 26<sup>th</sup> March 2025.
- 6) Public forum.** *Adjournment of the meeting for 10 mins to allow the public to raise questions or speak on an agenda item.*
- 7) Parish Council Finances/Administration**
  - a) Clerk's report inc**
    - i) Updates post March meeting and APM
    - ii) Correspondence
  - b) Financial summary for March 2025.**
  - c) Financial summary from April 2025 and in addition:**
    - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
    - ii) Notification/authorisation of other payments
  - d) Update to bank account information.** To complete the mandate to remove a Cllr following resignation

- e) Internal Audit report
    - i) To receive and accept the completed report having reviewed any recommendations and agreed any actions to address them.
  - f) To review and then accept the following policies/documents for 2025/26:
    - i) Standing Orders for 2025/26
    - ii) Financial Regulations for 2025/26
    - iii) Asset Register for 2025/26
    - iv) Statement of Internal Control 2025/26
    - v) SPC Risk Analysis 2025/26
    - vi) EHDC Councillor Code of Conduct
    - vii) Grievance Policy
  - g) Having accepted the Internal Audit report and supporting papers, to approve the External Audit requirements for 2024/25:
    - i) Section One. The Annual Governance Statement
    - ii) Section Two. The Accounting Statements
    - iii) The AGAR Certificate of Exemption
- 8) **Appointment of Internal Auditor for 2025.26.** To confirm the appointment for 2025.26
- 9) **Website.** To review the parish council website format and agree any changes
- 10) **Use of Village Hall.** To agree that a hire agreement be entered into with Shalden Village Hall CIO to secure “Hirer’s Insurance” cover for Parish Council meetings.
- 11) **Defibrillator.** To agree whether the Parish Council will pay the maintenance costs for the defibrillator machine at Shalden Village Hall
- 12) **Noticeboard on Old Odiham Road.** To confirm whether the Parish Council will progress with making a licence requirement to install paving at the noticeboard
- 13) **Rights of Way. Footpath.** To receive a verbal update from the Clerk on the replacement of a stile with a kissing gate and to agree any next steps.
- 14) **Next Meeting** - Wednesday 9th July at 7:30pm

Katherine Horton (Clerk) 7<sup>th</sup> May 2025