

Chetton Parish Council

Parish Clerk: Rosie Buggins-Allsop

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Agenda for the meeting of Chetton Parish Council to be held on Wednesday 21st May 2025 at 7:30pm in Chetton Village Hall

1. Election of Chair
2. Apologies
3. Acceptance of Office Forms
4. Co-option for Vacant Councillor Roles following the 2025 Election
5. Election of Councillors to the following positions:
 - i. Vice Chair
 - ii. SALC area committee
 - iii. Village Hall Committee
 - iv. Road Warden – provisional
6. Approval of Council Documents:

a. Standing Orders	j. Grievance Policy
b. Financial Regulations	k. Dignity at Work Policy
c. Code of Conduct	l. Vexatious Members of the Public Policy
d. Financial Risk Assessment	m. Biodiversity Policy
e. Grant Awarding Policy	n. Publication Scheme
f. Planning Policy	o. Media Policy
g. Co-option Policy	p. Privacy Notice
h. Training Policy	q. Accessibility Statement
i. Complaint's Procedure	r. Asset Register
7. Accounting Statements and Competence
 - a. Certificate of Exemption
 - b. Internal Audit
 - c. General Power of Competence
8. Any declarations of interest
9. Confirmation of minutes of the previous meeting
10. Matters arising from those minutes not appearing under other headings
11. Reports
 - a. Shropshire Councillor
 - b. Chair

c. Clerk

12. Correspondence

13. Highways

- a. FixMyStreet Issues
- b. Road Warden Scheme

14. Planning

15. Finance

- a. Cheques required:
 - i. Clerk Expenses
 - ii. Lengthsman (April and May)
 - iii. Clerk salary (April)
 - iv. Clerk salary (May)
 - v. Shropshire Association of Local Councils (Affiliation Fees for 01/04/25-31/03/26)
- b. Bank reconciliation
- c. Subscriptions
- d. Precept received
- e. Approve bank signatories
- f. Review expenditure incurred under S.137 of Local Government Act 1972 for 2024/25
- g. Confirmation of arrangements for insurance cover in respect of all insurable risks
- h. Environment Maintenance Grant
- i. Reserve amounts

16. Parish Council Information

- a. Website
- b. Email addresses
- c. Approve time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

17. Any Parish matters to be placed on the next agenda

18. Date of next meeting: Wednesday 16th July 2025