

# MORTIMER WEST END PARISH COUNCIL

Clerk: Christine McGarvie. 71 Pelican Road, Pamber Heath. RG26 3EL

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## AGENDA FOR ANNUAL MEETING

Councillors are hereby summoned to attend, and members of the public and press are invited to attend the meeting of Mortimer West End Parish Council, to be held on:

**Date: Thursday 22<sup>nd</sup> May 2025**

**Time: 7.30pm**

**Place: Mortimer West End Village Hall**

- 1. To Elect a Chairman of the Parish Council**
- 2. To Elect a Vice-Chairman of the Parish Council**
- 3. Appointment of parish council representatives to outside bodies**
- 4. Review of policies and procedures including standing orders and financial regulations**
- 5. Delegation of Authority for Clerk to make planning application returns**
- 6. Apologies for absence**
- 7. To receive declarations of interest relating to items on the agenda**
- 8 Minutes of the Last Parish Council Meeting**
  - 8.1 To approve and sign the minutes of the meeting of 27<sup>th</sup> March 2025
  - 8.2 Matters arising from minutes not otherwise on agenda
- 9 Open Forum – To hear matters raised by members of the public (maximum period of 10 minutes only)**
- 10 Planning & Development**
  - 10.1 To note receipt of new applications and make commentNone
- 11 Highways & Footpaths Matters**
  - 11.1 To provide an update on use of the Speed Indicator Device
  - 11.2 To consider quote for refreshing lines in Soke Road and Church Road
- 12 Parish Environment**
  - 12.1 To decide whether to repair or replace broken picnic bench at the Recreation Ground
- 13 Reports**
  - 13.1 County Councillor report
  - 13.2 Borough Councillor report
  - 13.3 Clerk's report
  - 13.4 To receive reports from parish council representatives
- 14 Finance**
  - 14.1. To approve payments, bank reconciliation and receipts.
  - 14.2 To discuss the internal auditors report, review internal controls and agree to appoint internal auditor for current financial year.
  - 14.3 To approve the Annual governance statement for 2024/25
  - 14.4 To approve the end of year Statement of Accounts for 2024/25 and consider declaring exemption from internal audit.
  - 14.5 To approve updated asset register
  - 14.6 To agree the dates for the public exercise of rights
  - 14.7 To consider insurance renewal quotes
- 15 To agree date of next meeting 31<sup>st</sup> July 2025**

**Signed:** Christine McGarvie

**Date:** 16<sup>th</sup> May 2025