**NOTICE**

**Councillors are summoned to attend the**

**Annual Meeting of Little Birch Parish Council to be held at**

**7.30pm on Wednesday 7th May 2025 at Little Birch Village Hall**

**This will follow the Annual Parish Meeting**

**Members of the public are warmly invited to attend.**

## Annual Meeting – To follow Annual Parish meeting at 7.30pm

1. **Election of Officers (Chairman and Vice-Chairman)**
2. **To note Minutes of the previous Annual Meeting held in May 8 2024, and accept minutes of meeting Apr 2 2025**
3. **Review of other appointments** i.e. Footpath Officer, Internal Auditor
4. **Review of Insurance policies** – Zurich Insurance quote £264
5. **To remind Councillors to update their Notice of Registrable Interests**

 **6.** **Open Session for members of the Public:** There will be no longer than 10 minutes allowed for any members of the public present, to speak for up to 3 minutes each.

 **7. To accept apologies for absence**.

 **8. To receive Declarations of Interest**

 **9. To accept reports from**: -

9.1 Ward councillors report

9.2. Balfour Beatty – Locality steward report

9.3 Police update- Consider police report/ newsletter

9.4 Report from footpaths officer

 **10. Planning applications** – To consider applications to be determined by Herefordshire Council as listed below or on the Planning website prior to the meeting: –None current

 11. **Lengthsman** – Drainage grant work, Consideration of Lengthsman contract 2025-26

 12. **Finance** – including:

12.1 Balance (at 01.05.25) £7759.18)

12.2 Payments to be agreed:

 12.2.1 Clerk pay as per contract

 12.2.2 Clerk Expenses- TBC

 12.2.3 HMRC = TBC

 12.2.4 Terry Griffiths Contracts (Lengthsman) TGC3183= £559.20inc VAT

 12.2.5 FMS Hereford £200.54 inc Vat audit

 12.2.6 Zurich Insurance £264

 12.3 Receipts –

 First precept payment from Herefordshire Council -£4000

 Lengthsman Grant 2024-25 - £1368

 12.4 Requests for financial aid – None

 **13. Annual Governance Audit Review –**

 13.1 To note finance and bank reconciliation report

 13.2 In regard to AGAR – end of year accounts: To resolve that LBPC meets criteria set for 2024/25 and wishes to claim exemption for that year.

 13.3To approve the Annual Governance Statement for 2024-25

 13.4To approve the Accounting Statement for 2024-25

 13.5 To note any recommendations from the Audit

 **14. Change to bi monthly meetings** – Consider change to bi-monthly

 **15. Castle Inn update**

 **16. Items for next meeting**- No discussion

 **17. To Note date of next scheduled Parish Council meeting Wednesday June 4th / July 2nd 2025 @ 7.30pm Little Birch Village Hall**

**Neil Barrington Clerk/ RFO, Little Birch Parish Council 30th April 2025**