

Holland Fen with Brothertoft PARISH COUNCIL - Annual meeting of the Parish Council

NOTICE OF MEETING

You are hereby summoned to the annual meeting of the above-named council which will be held at Brothertoft Village Hall on **Tuesday 27th May 2025** at 8.00 pm following the annual parish meeting.

Public and press are welcome to attend.

Fifteen minutes are allocated if needed prior to the business below for members of the public to ask questions or make short statements to the council.

16th May 2025

L.Ottaviano Parish clerk

Lynn Ottaviano

07968280414

Agenda

1. **Election of Chairman** - signing of declaration of acceptance of office.
2. **Election of Vice Chairman** - signing of declaration of acceptance of office.
3. **Apologies for absence and acceptance of any reasons given.**
4. **Declarations of interest in accordance with the 2001 Local Government Act.**
5. **The notes from the meeting of the Council held on Tuesday 25th March 2025 to be approved as Minutes and signed by the Chairman.**
6. **Appointment of new Parish Clerk and approval of job description and salary.**
7. **Clerk's report on matters arising.**
8. **Audit of accounts** – presentation of accounts.
 - a) To approve the annual governance statement in the annual return.
 - b) To confirm and approve the accounting statements contained in the Annual Return.
 - c) To approve the council's certificate of exemption.
9. **To approve payment of accounts: -**
 - a) Clerk's salary and expenses
 - b) HMRC PAYE
 - c) ICO Data Protection Annual Fee
 - d) Brothertoft Hall Hire
 - e) Streetlights (deducted from precept)
10. **To approve council insurance renewal.**
11. **Presentation of Brothertoft village hall accounts.**
12. **To note general correspondence.**
13. **To note all planning applications.**
14. **Highways matters** – Any problems to report
15. **To receive reports from representatives of outside bodies or local organisations.**
16. **Date of next meeting** – Tuesday 22nd July 2025, this meeting will commence at 7:30 p.m. at Holland Fen village hall.

Holland Fen with Brothertoft Parish council meeting dates for 2025:
Brothertoft Village Hall:
Tuesday 27th May 2025 at 7:30pm APM followed by AGM
Tuesday 23rd September 2025 at 7:30pm
Holland Fen Village Hall:
Tuesday 22nd July 2025 at 7:30pm
Tuesday 25th November 2025 at 7:00pm
17. **Any other matters for inclusion on the next agenda**