

MARTIN AND MARTIN DALES ANNUAL PARISH COUNCIL MEETING AGM

AGENDA

Date and Time: Tuesday 13th May 2025 7.30pm

Location: Martin Village Hall

Item		Lead
	Welcome	Chair
	PUBLIC SESSION	
1	Chair Report 2024-2025	Chair
2	Election of Chair and Vice Chair 2025-2026 Acceptance of Forms to be signed	Chair
3	Apologies	
4	Declarations of Interest To declare a pecuniary or personal interest on agenda items.	Chair
5	Previous Minutes and Matters Arising from the 4th March 2025 Meeting Review the list of actions Actions outstanding (to remain as standing item on the agenda)	Chair
6	District Councillor and County Councillor Reports	DC/CC
7	Finance Report and Audit Governance Statement 2024-2025	Clerk
8	Co-options – to include signing of Acceptance of Office Forms	Chair
9	Councillors to undertake Lead Responsibilities for co-ordinating on the following: <ul style="list-style-type: none"> Groundwork Sub-group Woodland Sub-group Defib/Playpark Inspections Lead Councillor Finance (including grants) Sub-group Parish Events Representative SID Charging/Speed Monitoring Parishioners/Representative Reports and Future Dates	Chair
10	Parish Council Asset List for Audit and Insurance Purposes	Chair
11	Review of Documents for update on website including: Asset List Finance Regulations Data Protection Social Media Policy Complaints Procedure Code of Conduct Emergency Planning Document	Chair
12	Planning	Chair
13	Highways	Chair

Item		Lead
14	Parish Items 14.1 Grounds Maintenance Report 14.2 Woodland Update 14.3 Defib and Playpark Report 14.4 Village Fete July 2025Update	WJ WJ AW
15	Clerks Update 15.1 Bank Balance and Bank Update 15.2 2024-2025 Audit Public Notice 15.3 Payment to include Groundwork, salary, Parish Council Insurance and Drainage Board 15.4 Applications for small grant requests 15.5 Correspondence: Parishioner Others 15.6 Storage and Archiving 15.7 Training	Clerk
16	Agenda Items for the Next Meeting 1st July 2025 7.30pm Martin Village Hall	Chair
17	Dates to be agreed 2025-2026 Proposed dates: July 1 st 2025 September 2nd November 4th January 6th 2026 March 3rd May 5th	Chair

Note 1: There will be a 10-minute public session at the start of the meeting. Parishioners will have the opportunity to ask questions and raise issues to add to future agenda if necessary. Once the formal meeting has commenced it is not possible for Parishioners to speak unless directed to do so by the Chair.

Note 2: This is the planned agenda. In the event of this being updated before the meeting, any agreed and final agenda will be displayed at least three working days before the meeting.

Note 3: This meeting will be recorded for minute purposes only.