



Dadlington & Sutton Cheney Parish Council

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May 2025 Annual Parish Council Meeting Agenda

All members of Dadlington & Sutton Cheney Parish Council are hereby summoned to attend the Parish Council meeting to be held on Thursday 15th May 2025 at Sutton Cheney Village Hall, Main Street, Sutton Cheney at 7:30pm for the purpose of transacting the business shown below.

Agenda

1. ELECTION OF THE CHAIRMAN OF THE COUNCIL

- a. To receive nominations and vote on the election of the Chairman & to sign the acceptance to office

2. ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL

- a. To receive nomination and vote on the election of the Vice Chairman & to sign the acceptance to office

3. APOLOGIES

- a. To approve apologies for absence and to consider whether to approve the reasons given.

4. DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

- a. To receive declarations of interest both personal and prejudicial on items on the agenda.

5. PREVIOUS MINUTES

- a. To approve the adoption of the draft minutes from the parish council meeting on Thursday 6th March 2025

6. PUBLIC PARTICIPATION

- a. To receive questions and comments from the public on items on the agenda

7. BOROUGH AND COUNTY COUNCILLOR REPORTS

- a. To note an update report from Borough Councillor
- b. To note an update report from County Councillor

Clerks Signature



Date: 07.05.25



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8. REVIEW OF ALL COMMITTEES/SUB-COMMITTEES / WORKING GROUPS

- a. To review all committees and discuss if any additional committees are needed.
- b. To review and vote on the Terms of Reference for all committees
- c. To elect members to the current HR committee and any newly created committees.
- d. To elect members to the current DNP committee and any newly created committees.

9. READOPTING OF POLICIES AND PROCEDURES

For the council to consider and vote on adopting the following documents:

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct
- d. Equal Opportunities Policy
- e. Management and Retention of Documents
- f. Social Media Policy
- g. Allotment policy
- h. Biodiversity Statement
- i. Scheme of Delegation
- j. Procurement Policy
- k. Grants and Donations Policy
- l. Data Protection Policy
- m. Data Breach Policy
- n. Privacy Notice – Public and Resident
- o. Privacy notice – Staff and Councillors
- p. Risk Management Scheme
- q. Health & Safety Policy
- r. Freedom of Information Policy
- s. Model Access Request Policy
- t. Co-option of councillors policy
- u. Staff Recruitment Policy
- v. Disciplinary and Grievance Policy
- w. Training and Development Policy
- x. Neighbourhood Planning
- y. Human Resources Committee Terms of Reference
- z. Complaints Policy
- aa. Statement of Internal Control
- bb. Risk Management Policy
- cc. Asset Register

10. AGAR – Internal Audit

- a. To review and vote on accepting the Internal Audit completed by Keith Read and the completed AGAR for 2024/2025

Clerks Signature



Date: 07.05.25



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- b. To consider recommendations or matters arising from the internal auditors report-
- c. To complete and sign the annual governance statement 2024/2025 Section 1 & 2
- d. To receive and sign an accounting statement for 2024/2025
- e. To receive and consider the bank reconciliation for 2024/2025
- f. To receive and consider explanation of variances
- g. To receive and consider the breakdown of reserves held
- h. To vote on the dates for the exercising of public rights 2024/2025

11. CLERK REPORT

- a. To note an update report from the Clerk on Council projects and correspondence

12. FINANCE

- a. To consider adopting the draft financial statement from March and April 2025
- b. To note the final balance for March 2025
- c. To review the quotations for the parish council insurance and vote on the chosen provider.
- d. To review and note all S137 spend in 2024/2025
- e. To review and agree on additional spending to replace defib items

13. DNP

- a. To receive a progress report from the DNP committee.

14. COUNCIL MATTERS

- a. To discuss and review the plans for the Annual Parish Meeting.
- b. To discuss progress with the Sutton Cheney Allotments
- c. To discuss the VAS unit and requests from a MOP

15. COUNCILLORS REPORT

- a. An opportunity for councillors to report on any matters arising within the parish.

16. PLANNING

- a. To review any outstanding planning applications

Members of the Public are welcome to attend the meeting, to ask questions and to comment on items within this agenda with the consent of the Chairman. In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others. You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address, allowing 5 clear days of the meeting.

Clerks Signature



Date: 07.05.25