Email: clerk@stapeleyparishcouncil.gov.uk

Website: www.stapeleyparishcouncil.gov.uk

Tel: 07449 457136

22nd April 2025

To: **Members of Stapeley & District Parish Council**

Dear Councillor
You are summoned to attend the **Monthly Meeting** of **Stapeley & District Parish Council** which will be held on **Monday 28th April 2025** at **7:30pm** at **Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW.**

Yours sincerely

Wayne Salisbury
Clerk and Responsible Financial Officer

Agenda

1. **Welcome**

2. **To receive apologies for absence**
   To receive any apologies for absence. Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting.

3. **Declarations of Interest**
   To receive declarations of Members' interests. Members are to disclose any pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of pecuniary interests, to leave the meeting prior to discussion of that item.

4. **Minutes of the previous meeting**
   To approve as a correct record the minutes of the meeting of the Council held on Monday 17th March 2025 and discuss any matters arising which are not specific items on this agenda.

5. **Co-Option**
   To consider the co-option of declared candidates to fill vacant seats.

6. **Public Participation.**
   - A period not exceeding 15 minutes for members of the public to ask questions and submit comments.
   - Please submit your questions or comments to the Clerk by emailing the address above before 9 am on the day of the meeting to ensure inclusion.

7. **Cheshire East Borough Councillor's report**
   To receive a report on any matters of interest relating to the parish. Following the report, members will be allowed to direct any questions to the Councillor.

8. **Authorisation of payments**
   To consider the approval of payments for April 2025 (payment schedule to follow from the Clerk).

9. **Clerk's Report**
   To receive a report from the Clerk.

10. **Planning**
    To consider any planning applications which have been received since the publication of this agenda.

11. **Bank Reconciliation**
    To verify the bank reconciliation up to the 31st March 2025 (4th Quarter)

12. **Accounting Audit**
    To consider a report following a member audit of entries within the council's accounts for the 4th quarter of the 2024-25 Council year.

13. **Budget Review**
    To review and approve expenditure against the budget for the 4th quarter of the 2024-25 Council year.

14. **Budget Position**
    To review and approve the final budget position for the conclusion of the 2024-25 Council year.

15. **2025-26 Reserves**
    To consider earmarked reserves for 2025-26.

16. **Exclusion of all persons other than Stapeley & District Parish Council members and staff**
    That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information.

Part 2

17. Clerk Additional Hours

To consider the payment of any additional hours worked by the clerk