



AGENDA

Annual Meeting of Chadwick End Parish Council

Date and time: Monday 2nd June 2025 at 6.00pm

Place: Village Hall

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held on **2nd June 2025 at 6.00pm** at **Chadwick End Village Hall**

KJFinlayson

Kerry Finlayson

Parish Clerk, Chadwick End Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **CO-OPTION OF COUNCILLOR**
4. **RESIGNATION OF COUNCILLOR**
5. **WELCOME & APOLOGIES**
6. **DECLARATIONS OF INTEREST**
7. **OPEN FORUM**
8. **APPROVAL OF MINUTES**
To approve the minutes of the Ordinary meeting held on 4th March 2025 **DOCUMENT 1**
9. **ACCEPTANCE OF OFFICE**
Councillors to confirm that they have submitted the following documents: **EMAILED**
 - i. Declaration of acceptance
 - ii. Any financial interests in the Register of Members' Interests
 - iii. Code of Conduct
10. **FINANCIAL MATTERS**
 - i. RFO Reports **DOCUMENT 2/2A**
 - ii. Internal Audit **DOCUMENT 3**
 - iii. Annual Governance & Accountability Return 2023/24
 - a) Agree Annual Governance Statement
 - b) Agree Accounting Statements 2022/23
 - c) Notice of Public Rights **DOCUMENT 4**
 - iv. WALC Renewal

11. PLANNING

- i. PL/2025/00401/PPFL Olton Warwick Road
- ii. PL/2025/00956/MINFHO Providence Lodge

DOCUMENT 5

DOCUMENT 6

12. FIRE SAFETY

- i. Responsibilities
- ii. New Policy

13. DEFIBRILLATOR CHECKS

14. VILLAGE HALL

- o Coffee Mornings
- o Furniture

15. PREVIOUS ACTION POINTS

AP4 May 24 Drain maintenance plan to be drawn up

- o Gutter cleaning plan and maintenance TBA

DOCUMENT 7

AP1 Oct 24 Arrange a further quote to remove a tree

AP1/Mar 25 Clerk to arrange for Dave from Cofton Property Services to meet with Cllr Mathison to go over items that needed to be fixed including the gates and door closures

16. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

17. PROPOSED DATES OF FUTURE MEETINGS

- o Tues 1 July
- o Mon 22 September
- o TBA November
- o Tues 13 January
- o Tuesday 10 March

18. TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC and PRESS

19. PERSONNEL and CONFIDENTIAL MATTERS

Kerry Finlayson

Clerk to Chadwick End Parish Council

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