

PLUMSTEAD PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Plumstead Parish Council which will be held on Thursday 22nd May 2025 at approximately 6.15 pm in Plumstead Church

The Public are welcome to attend this Parish Council meeting

1 Election of Chair and Vice-Chair for 2025-2026

Declaration of Acceptance to be signed

2 Attendance/Apologies for absence - *To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)*

3 Record Declarations of interest from members on any item to be discussed and to consider any requests for dispensations

4 To approve and sign the Minutes of the meeting held on 13th February 2025

5 Open Session for members of the public to speak

6 To receive reports from County & District Councillors *(for information only)*

7 Police report *(for information only)*

8. Finance

1. To receive clerks financial report and latest bank reconciliation
2. To note payments and receipts since last meeting (details in financial report)
3. To approve Annual Governance & Accountability Return 2024/2025
 - (a) Read out and approve Annual Governance Statement (section 1)
 - (b) Approve Accounting Statements (section 2)
 - (c) Accept AGAR Papers
4. To receive annual Internal audit report for 2024/2025 from Mo Anderson-Dungar
5. Authorise subscription payment to ICO for June 2025 for £47.00 (inc. £5 DD discount)
6. Authorise subscription payment to M365 for August 2025 for £84.99
7. Receive a copy of latest asset register

10 Information Audit

1. To update information held (to be supplied at meeting)

11 To review and approve the following documents:

- Code of Conduct
- Standing Orders
- Complaints Policy
- Vexatious Complaints Policy
- General Data Protection Regulation Policy

- Health & Safety Policy Statement
- Publication Scheme
- Standing Orders
- Risk Assessment Policy

12 Maintenance of Parish Council assets including any updates

18 To consider any correspondence which has not been circulated via email

19 To note items for next agenda/late items for discussion

20 Date of next meeting (date and time to be decided)

Set dates for 2025

21 Confidential Matters

TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

Agree unused Clerks 24/25 holiday pay of 4.12 hours (£63.15)

To receive Clerks annual appraisal form and agree appraisers to review performance