**Little Houghton Parish Council**

24/25 9

30th April 2025

To: The Chairperson and Members of the Little Houghton Parish Council.

Jeff Greasley, Amanda McGrath, Hilary Cook, Cheryl Hanson and Ron Lythall

Dear Parish Councillors,

You are requested to attend the Annual meeting of Little Houghton Parish Council, to be held on **Thursday 15th May** at **6.30pm** in the **Billingley Village Hall.**

Mrs K Colbeck (CLERK)

**A G E N D A**

Reminder by the outgoing Chair of the Parish Council’s expectations for the audio or visual recording of this meeting.

1. Election of Chairperson for the forthcoming civic year
2. Election of Vice Chairperson for the forthcoming civic year
3. To receive apologies and accept any reasons for absence.
4. To confirm the minutes of meeting held on 17th April 2025, as a true and correct record
5. Approval of accounts for payment from April to May

Credit 03/04/25 Cashback £0.09

Debit 04/04/25 Garage rent £6

Credit 04/04/25 BMBC, Precept £8,000.00

Debit 07/04/25 Amazon, NR £26.99

Debit 07/04/25 Cosco, Coffee morning £27.27

Debit 08/04/25 Mesh direct, NR £179.99

Debit 10/04/25 Maintenance made easy; Nature reserve cut £75

Debit 11/04/25 B&M, NR, Cord £7.50

Debit 11/04/25 B&M Plants, NR £100

Debit 11/04/25 B&M Tree, NR £100

Debit 11/04/25 B&M Plants, NR £100

Debit 11/04/25 B&Q, Paint and Brushes, NR £242.00

Debit 11/04/25 B&M Benches, watering can, Trellis, NR £348.27

Debit 11/04/25 YLCA, yearly fee £335.00

Debit 15/04/25 Giffgaff, sim £6

Credit 16/04/25 B&Q, Refund £106.00

Debit 23/04/25 Home Bargains, Coffee morning £24.44

Debit 23/04/25 Mileage training course £24.44

Debit 23/04/25 Coffee morning, fish & chips £106.60

Debit 24/04/25 Coffee morning, fish & chips £6.75

Debit 25/04/25 ICO.org, yearly fee £52

Debit 28/04/25 Amazon, signs, NR £13.53

Debit 28/04/25 Amazon, Alarm, NR £42.95

Debit 28/04/25 Amazon, CCTV £48.97

Debit 28/04/25 Clerk pay £120.49

Debit 28/04/25 Clerk pay £80.00

Debit 28/04/25 Howarth timber, NR £167.92

Debit 29/04/25 Amazon, NR £8.85

Debit 29/04/25 Charges £9.80

1. Correspondence

Rented Garage: No further action. Next inspection April 2026

1. Annual Governance & Accountability Return 2024/25 (AGAR)

* Agreement to submit a Certificate of Exemption
* Report of the Internal Auditor
* Approval of the Annual Governance Statement
* Approval of the Accounting Statement

1. Review of Policies & Procedures 2025/26

* Standing orders
* Financial Regulations
* Financial Risk Assessment 2025/26

1. Finance & General purposes

Bank Balances: £ 18,884.21

1. Public questions matters the agenda
2. The next Parish Meeting will be held on **Thursday 26th June** at **6:30pm** Billingsley Village Hall.