



The **Annual Meeting** of **Kirby Muxloe Parish Council** will be held on **Thursday 8th May 2024** at **Kirby Muxloe Parish Council**, Station Road, Kirby Muxloe commencing at **6:30 p.m.** for the transaction of the below business.

All members of the Council are required to attend.

R. Atkinson  
Parish Clerk

Dated: 1<sup>st</sup> May 2025

### AGENDA

- 1 To elect a Chairman of the Council and to receive their declaration of acceptance of office**
- 2 To elect a Vice Chairman of the Council and to receive their declaration of acceptance of office**
- 3 To receive apologies for absence**
- 4 To receive any declarations of pecuniary and non-pecuniary interests to any matter pertaining to the agenda and to consider dispensations**
- 5 To confirm the minutes of the meeting held on 10<sup>th</sup> April 2025 are a true and accurate record**
- 6 To receive a Report from Leicestershire County Council (15 minutes are set aside)**
- 7 To receive a Report from Blaby District Council**
- 8 To receive a newsletter from Leicestershire Police**

- 9 Public Participation**  
**(15 minutes are set aside for parishioners to raise issues and ask questions)**
- 10 To receive the minutes of the Leisure, Parks and Cemetery Committee meeting held on 3<sup>rd</sup> April 2025**
- 11 To review the Terms of Reference and appoint members to existing Committees/Working Parties**
- i. Leisure, Parks and Cemetery Committee
  - ii. Planning Committee
  - iii. Events Working Party
  - iv. Kirby Meadows Working Party
  - v. Pavilion Renovation Working Party
- 12 To consider any new committees/Working Parties**
- 13 To appoint Representatives to Outside Bodies**
- i. Kirby Muxloe Village Hall
  - ii. Kirby Muxloe Library and Community Hub
  - iii. Lubbesthorpe Impact Group
- 14. To review and adopt/consider**
- i. Standing Orders
  - ii. Financial Regulations
  - iii. Code of Conduct
  - iv. Cheque signatories/online banking
  - v. Risk Management Schedule
  - vi. Asset Register
  - vii. Arrangements for insurance cover
  - viii. Procedures and Policies
  - ix. Annual subscriptions
  - x. Expenditure incurred under s.137 of the Local Government Act
  - xi. Meeting schedule for 2025/26
- 15 To review delegation arrangements**
- 16 Review of arrangements with other local authorities, not for profit bodies and businesses**
- 17 To receive the Clerks report**
- i. To verify all payments and note the income since the previous meeting
  - ii. To verify and authorise the Payments Schedule
  - iii. To verify the Bank Reconciliation
  - iv. To verify Income and Expenditure to date

**18 To note any other business**

(This item should only be used to register future agenda items or items that are solely for information only. No issues requiring a decision or with a financial implication can be raised)

**PROPOSED FOR CLOSED SESSION**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100 and 102, members of the public and press are likely to be excluded from the meeting at this point due to the confidential nature of the business

**19 To receive an update on staffing and to consider associated matters**

**20 To receive an update on requests concerning Audit of Accounts, Freedom of Information and Data Protection and to consider associated matters**

**21 To confirm the date and time of next meeting**

