



The **Annual Meeting** of **Kirby Muxloe Parish Council** will be held on **Thursday 7th May 2026** at **Kirby Muxloe Parish Council**, Station Road, Kirby Muxloe commencing at **7:15 p.m.** for the transaction of the below business.

All members of the Council are required to attend.

R. Atkinson
Parish Clerk

Dated: 22nd April 2026

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**
- 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 9th April 2026 are a true and accurate record**
- 6 To receive the minutes of the**
 - i. Leisure, Parks and Cemetery Committee meeting held on 2nd April 2026
 - ii. Planning Committee meeting held on 30th January 2026
- 7 To receive a Report from Leicestershire County Council**
(15 minutes are set aside)

- 8 To receive a Report from Blaby District Council**
(15 minutes are set aside)
- 9 To receive a newsletter from Leicestershire Police**
- 10 Public Participation**
(15 minutes are set aside for parishioners to raise issues and ask questions)
- 11 To review the Terms of Reference for**
- i. Leisure, Parks and Cemetery Committee
 - ii. Planning Committee
 - iii. Events Working Party
 - iv. Kirby Meadows Working Party
 - v. Improving Kirby Muxloe Working Party
- 12 To appoint members to existing Committees/Working Parties**
- 13 To consider any new Committees and Working Parties**
- 14 To appoint Representatives to Outside Bodies**
- i. Kirby Muxloe Library and Community Hub
 - ii. Kirby Muxloe Village Hall
 - iii. Lubbethorpe Progress Group
 - iv. Villages Together
- 15 To review and/or determine**
- i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Statement of Internal Control
 - v. Cheque signatories/online banking
 - vi. Risk Management Schedule
 - vii. Asset Register
 - viii. Arrangements for insurance cover
 - ix. Procedures and Policies
 - x. Annual subscriptions
 - xi. Expenditure incurred under s.137 of the Local Government Act
 - xii. The meeting schedule for 2026/27
- 16 To review delegation arrangements**
- 17 To appoint an internal auditor for 2026-27**
- 18 To agree mileage rates for 2026-27** *(0.45p HMRC rate)*
- 19 Clerks Report**
- i. To verify payments and receipts for April 2026
 - ii. To verify the bank reconciliation for April 2026

iii. To verify and authorise the payments schedule

20 To accept

- i. Letter/terms of business in acquisition of Kirby Meadows
- ii. Service Agreement/terms of business for grounds maintenance

21 To consider quotations for a desktop computer

22 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)

23 To confirm the date and time of next meeting

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

24 To receive an update on staffing and to consider associated matters