

STAUNTON ON WYE GROUP PARISH COUNCIL

To members of the Council:

You are summoned to an extraordinary meeting of Staunton on Wye Group Parish Council called by the Chairman under the provisions of Standing Order 6(a) to be held on Monday 16th June 2025 at 7 p.m. at Staunton on Wye Village Hall, Herefordshire, to consider the business set out below.

Dr David Thame
Clerk to the Council
11th June 2025

AGENDA

2025/26. To Receive Apologies for Absence

2025/27. To Receive any Declarations of Interest and Requests for Dispensations

2025/28. Minutes

To approve the Minutes of the Annual Meeting of the Council held on 12th May 2025 (copies previously circulated).

2025/29. Finance

To consider the Clerk's Financial Report and cash book (report attached).

To review banking arrangements and signatories, as required by Financial Regulations.

To appoint an internal auditor for 2025/26.

To appoint a Councillor to complete the verification of accounts to 30th June 2025.

To consider the following invoices to be paid, and to indicate approval two Councillors to initial and date:

PV1	Heloise Kirby (Website)	£437.00
PV6	Staunton on Wye Village Hall	£114.00
PV7	HMRC/PAYE	£81.00
PV8	Travel expenses	£46.80
PV9	Admin expenses	£63.88

To confirm payment of the following invoices, already settled under delegated powers:

PV2	Information Commissioner	£52.00
PV3	Clerk's salary (Tax month 2)	£324.60

To authorise the payment of the Clerk's salary monthly, as contractually required, Autela Payroll payment details to be circulated in advance to Councillors.

2025/32. Insurance

The Clerk to report that the Council's insurance is due for renewal on 19th August 2025. To

consider authorising the Clerk, in consultation with the Chairman, to revise the schedule of risks as appropriate, to renew the policy, and pay the premium accordingly.

2025/33. Budget 2025/26

To consider a draft budget for the year ending 31st March 2026 (draft circulated with the agenda).

2025/34. Lengthsman's Contract 2025/26

To consider the oral report of the Clerk on Councillors' informal meetings with potential contractors, and to agree a contract if appropriate.

2025/35. Playing Field

To consider Councillor Andrews' oral report on appointing a groundsman, and maintenance tasks.

2025/36. Local Drainage Fund

The Clerk to report that the deadline for applications is 28th September 2025.

To consider authorising the Clerk in consultation with the Chairman and named Councillors to draft a bid for funding for consideration at the Council's meeting in September 2025.

2025/37. Public Rights of Way Fund

The Clerk to report that the Herefordshire PROW Fund is now open to applications. There is no deadline for applications but works must be completed by 31st March 2025.

To consider authorising the Clerk in consultation with the Public Footpath Officers, the Chairman and named Councillors, to draft a bid for funding for consideration at a future meeting of the Council.

2025/38. Urgent decisions between meetings policy

To consider the current policy (Clerk's report to follow).

2025/39. Public Bodies (Admissions to Meetings) Act 1960

To resolve to exclude the press and public from the meeting for consideration of item 2025/28 because publicity is prejudicial to the public interest by reason of the confidential nature of the matter to be discussed.

2025/40. Employment Matter