

Carlton Parish Council

Please address all correspondence to

C J Peat, Parish Clerk

7 Main Street
Carlton
Nuneaton
Warks, CV13 0BZ
Tel: 01455-290934

Our ref:

Your ref:

Date: 8.5.2025

To all Members of Carlton Parish Council

I hereby summon you to the Annual Meeting of Carlton Parish Council at Saint Andrew's Community Hub, Main Street, Carlton at 7.20pm on Wednesday 14th May 2025 to transact the items of business listed below.

1. To elect a Chairman and Vice-Chairman
2. To receive Declarations of Acceptance of Office
3. To confirm the minutes of the meeting of 12th March 2025
4. Administrative matters
 - a) To consider any apologies for absence from Councillors
 - b) To receive any declarations of interests (including Disclosable Pecuniary Interests) and requests for dispensations in respect of items on the agenda
5. To receive reports, questions and comments from the following
 - a) Parish Councillors
 - b) Leicestershire County Council: Cllr J Melen
 - c) Hinckley & Bosworth Borough Council: Cllr M Cook
 - d) Carlton Neighbourhood Watch Group: Ms R Yule
 - e) Parish Clerk
 - f) Members of the public
6. To receive and consider annual reports from parish representatives and organisations
 - a) Carlton Charity Lands: Mr G Jackson
 - b) Carlton Footpath Group: Mr C J Peat
 - c) Carlton Gardening Group: Cllr M Vann
 - d) Carlton Geocache: Puddlejumper
 - e) Carlton Heritage & Tree Warden: Mr C J Peat
 - f) Carlton Parish Council website: Clerk
 - g) Carrlton Village Society: Mr A Burch
 - h) Carlton Youth Champions: Ms R Yule
 - i) Keep Carlton Tidy Group: Mrs I M Peat
 - j) Market Bosworth Country Park parkrun: Parkrun core team
7. To consider renewal of the insurance policy
8. To consider repair of the Turnpike Milepost
9. Financial and audit matters
 - a) To approve Report 2025-04: Quarterly financial statement for 1st January-31st March 2025
 - b) To approve the Receipts & Payments accounts and bank reconciliation for the financial year 2024-25
 - c) To approve Report 2025-05: Summary financial statement for the financial year 2024-25
 - d) To approve Report 2025-06: Report on fixed assets held on 31st March 2025
 - e) To consider self-certification as exempt from limited assurance review by the

External Auditor

- f) To consider the Internal Auditor's report for the financial year 2024-25
 - g) To complete and sign the Annual Governance Statement for the financial year 2024-25
 - h) To approve and sign the Accounting Statements for the financial year 2024-25
 - i) To approve the explanation of variances
 - j) To approve the breakdown of reserves held
 - k) To agree the period for the exercise of public rights of inspection
 - l) To consider a grant application from the Carlton Fete Committee
10. To approve Report 2025-07: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2025
11. To consider Report 2025-08: Annual review of property
12. To consider Report 2025-09: Annual report on memorials in the churchyard and cemetery
13. To approve the draft Annual Report for publication
14. To consider Report 2025-10: Review of the playing field project
15. Planning matters
- a) To consider planning applications and appeals submitted
 - b) To note comments submitted under delegated powers
 - c) To note planning applications and appeals determined
 - d) To note enforcement matters
16. To confirm the date, time and place of the next meeting
Scheduled for 7pm on Wednesday 9th July 2025 at Saint Andrew's Community Hub, Main Street, Carlton.

Yours faithfully,

C J Peat

C J Peat