

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: 6.5.2026

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 7.30pm on Wednesday 13th May 2026 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 11th March 2026
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 review the Data Protection Policy
7. To review the Churchyard Wall Rebuilding Project
8. To consider applying to The Friends for a grant towards rebuilding the churchyard wall
9. To consider renewal of the insurance policy
10. Financial and audit matters
 - a) To approve Report 2026-07: Quarterly financial statement for 1st January-31st March 2026
 - b) To approve the Receipts & Payments accounts and bank reconciliation for the financial year 2025-26
 - c) To approve Report 2026-08: Summary financial statement for the financial year 2025-26
 - d) To approve Report 2026-09: Report on fixed assets held on 31st March 2026
 - 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 2025-26
 - g) To complete and sign the Annual Governance Statement for the financial year 2025-26
 - h) To approve and sign the Accounting Statements for the financial year 2025-26
 - 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

11. To approve Report 2026-10: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2025
12. To consider the reimbursement of costs incurred by the Clerk
13. To consider Report 2026-11: Annual review of property
14. To consider Report 2026-12: Annual report on memorials in the churchyard and cemetery
15. To approve the draft Annual Report for publication
16. 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
17. To confirm the date, time and place of the next meeting
Scheduled for 7pm on Wednesday 8 July 2026 at Saint Andrew's Community Hub, Main Street, Carlton.

Yours faithfully,

C J Peat

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