**Loggerheads Parish Council**
Loggerheads Community Fire Station
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1 May 2025

Dear Councillor,

You are summoned to attend the meeting of The Annual Parish Council meeting of **Loggerheads Parish Council** to be held at **Loggerheads Fire Station on Thursday 8 May 2025**

Yours Sincerely,

***D Plant***

Parish Clerk and RFO

## AGENDA

1. To elect a Chairman

2. To elect a Vice Chairman

3. To receive and consider apologies for absence
4. To note declarations of Members' interests
5. To approve and sign the minutes of the Full Council meeting held on 10 April 2025

6. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments.
7. Updates from committee chairs (Finance & Planning)
8. Bell Orchard funding update and to consider the quotation for the new play equipment.
9. Proposal from Cllr Love to amend the date of the meetings.

   ***Change to Parish Council Meeting Cycle***
   *That the meeting days for Full Council and Committees of the Parish Council are amended to the following :*
   ***Planning and Environment Committee*** *- First Monday of each month (where required)*
   ***Finance and General Purposes Committee*** *- Second Monday of each month*
   ***Full Council*** *- the Thursday immediately following the Finance and General Purposes Committee*

***Personnel Committee*** *meetings to be arranged as required - usually following the Finance and General Purposes Committee meetings*

*The reason for proposing this change is to remove the situation where Full Council precedes Finance where the second Thursday falls before the second Monday.*

10. Office IT equipment
11. To note the continuation of General Power of Competence as the following criteria was met by Loggerheads Parish Council in May 2023 : -

    *At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors. - Seats are 17 and Loggerheads Parish Council has 12 elected members.*

    *A Qualified Clerk The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The recognised sector-specific qualifications are: a. The Certificate in Local Council Administration (CiLCA) awarded by Ascentis*

12. Emergency procedures in the absence of the Clerk – Please see attached.

13. To approve the monthly payments and note payments May 2025
14. To note the internal audit report discussed at the previous meeting and make actions to rectify any items needed.
15. To authorise the signing of the Annual Governance Statement
16. To authorise the signing of the Annual Accounting Statement
17. To note the letter from Kim Squires Internal Audit Services and to appoint for the following financial year.
18. S137 Application Loggerheads & Ashley Community Events
19. To authorise the purchase of a bench for Ashley

20. To elect representatives to the following committees: -

    Planning and Environment
    Finance and General Purposes
    Personnel

21. To elect representatives to outside bodies
    Ashley Memorial Hall
    Hales Club
    Knighton Village Hall

22. To receive reports from Staffordshire County Council, Newcastle Under Lyme Borough Council and Staffordshire Police.
23. To receive updates from Members on outside committees and bodies
24. To note the meetings for the upcoming month

    Planning – 02.06.2025
    Finance – 09.06.2025
    Full Council – 12.06.2025