Drakelow Parish Council

6 May 2025

The Annual meeting of Drakelow Parish and the Inaugural Meeting of Drakelow Parish Council will be held in the Council Chamber, Civic Offices, Civic Way, Swadlincote at 7pm on Wednesday 14 May 2025.

The Public and Press are welcome to attend.

Yours faithfully

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**Monitoring Officer**

**Executive Director – Law and People**

**AGENDA**

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| 1 | To Elect a Chairman of the Parish Council for the municipal year 2025/26. |
| 2 | For the Chairman to make their Declaration of Acceptance of Office. |
| 3 | To Elect a Vice Chairman of the Parish Council for the municipal year 2025/26. |
| 4 | For the Vice Chairman to make their Declaration of Acceptance of Office. |
| 5 | To note any Declarations of Interest arising from any items on the Agenda. |
| 6 | To appoint Elisabeth Page as Clerk for this meeting. |
| 7 | To approve and adopt the Standing Orders at Appendix 1 and authorise the Parish Clerk to finalise these. |
| 8 | To approve and adopt the Financial Regulations at Appendix 2 and authorise the Parish Clerk to finalise these. |
| 9 | To approve the Inventory of Land and Buildings / Asset Register at Appendix 3. |
| 10 | To approve and adopt the LGA Mode Code of Conduct at Appendix 4 and authorise the parish Clerk to finalise this. |
| 11 | To note that in accordance with the precept request made by the Drakelow Parish Meeting for the year 2025/26, the District Council shall pay to the Council the amount demanded £11,000 and that £5,500 of the amount demanded has already been received by the Parish Meeting. This will transfer to the Council. |
| 12 | To note that all funds held by the Drakelow Parish Meeting in accounts with Lloyds Bank plc amounting to £17,100.12 are to be transferred to the Parish Council. |
| 13 | To authorise the Parish Clerk to make the necessary arrangements to transfer the contract with *Parish Council’s Websites* from the Drakelow Parish Meeting to the Parish Council. |
| 14 | To confirm arrangements for insurance cover for all the Council’s Insured Risks. |
| 15 | To approve the Council’s subscription to Derbyshire Association of Local Councils at an annual rate of £736.99. |
| 16 | To approve the dates, times and venue of the Council meetings in  July 2025, October 2025, January 2026, April 2026 and May 2026. |
| 17 | To approve appointment of East Midlands Audit Services as Internal Auditors for the financial year 2015-6 at a cost of £57.00 plus travel costs. |
| 18 | To note that the SAAA will notify the Council of the appointment of the External Auditorfor the financial year 2025/6 with the fee anticipated to be £nil. |
| 19 | To authorise the Parish Clerk to undertake all necessary actions for the Council to function, including -   1. Make arrangements to open a bank account for use by the Council. 2. Purchase the necessary ICT consumables and stationery in consultation with the Chairman 3. Purchase a suitable payroll and accounting system and other required ICT subscriptions 4. Make arrangements to register the Council with HMRC 5. Purchase necessary reference materials 6. Access the Parish Meeting website and make required changes to the website 7. Any other actions in consultation with the Chairman |
| 20 | To agree matters to be considered at the next meeting of the Council, to include-   * To adopt the Council’s Complaints Policy. * To adopt the Council’s Freedom of Information and Data Protection Act Policies * To adopt the Council’s Policy for Dealing with Press and the Media * To consider councillor training requirements * To set up Working Groups |
| 21 | To determine which items (except those already notified on the agenda), if any, of the Agenda should be taken with the public excluded. |
| 22 | The Chairman may therefore move:  That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda. |
| 23 | To Approve the Terms and Conditions for the Parish Clerk and Responsible Financial Officer and appoint Paula J Nankervis as Parish Clerk and Responsible Financial Officer from 14 May 2025 |
| 24 | To Approve the engagement of Stephanie Lloyd as the Clerk’s Mentor from 14 5 25 and approve terms |