Dear Councillor

You are hereby summoned to attend the **Annual General Meeting** of the Parish Council on May 12th **2025** to be held at **Tysoe Village Hall, Main Street, Tysoe starting at 19.00 hours.**

All residents of the parish and press are welcome to attend.

C Swift

**Charmaine Swift**

Parish Clerk & Responsible Financial Officer **Date of Notice**: May 7th 2025 DOC REF

AGENDA ITEMS

**Ref: Minute 2025/05/**

**001. ELECTION AND DECLARATION OF ACCEPTANCE OF OFFICE**

**Election of Chairman and Vice Chair and to receive Declaration of Acceptance of Office.**

**002**. **WELCOME and APOLOGIES**

**003. DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA**

**004. CONFIRMATION OF MINUTES – MAY 13th 2024 Doc 4**

To confirm the minutes as an accurate record: May 15th 2023 AGM **Resolution required.**

**005. MEMBER INFORMATION**

a) Councillor to review and update if necessary Financial Interests in Register of Members’ Interests (agree a date for completion within 28 days.) **Doc 5**

b) Councillors to review and update, if necessary, their profiles and contact details on the Parish website [www.tysoe.org.uk](http://www.tysoe.org.uk) (agree a date for completion within 28 days.)

**006. ANNUAL AUDIT**

 a) Audit Milestones to be presented at the June meeting (Internal Audit April 29th 2025)

b) To agree the Asset Register 2025 – 6  **Doc 6**

**Resolution required.**

**007. Finance**

1. To agree the final Accounts for 2024-25 **Doc 7a**
2. To agree the Payment Authority for 2025-26 **Doc 7b**

**Resolutions required.**

**008. TYSOE PARISH COUNCIL POLICIES**

 **To agree policies for 2025-26**

**a) Standing Orders Resolution required. Doc 8a b) Financial Regulations Resolution required. Doc 8b**

**009. FUTURE MEETINGS, DATES & VENUES**

 **To agree the dates for Council Meetings for the coming year and approve the booking of the**

 **McNulty Room at the Village Hall as the venue at 7.00pm Resolution required.**

1. June 9th Ordinary Meeting
2. July 14th Ordinary Meeting
3. September 8th Ordinary Meeting
4. October 13th Ordinary Meeting
5. November 10th Ordinary meeting
6. December 8th Ordinary Meeting
7. January 12th 2026 Ordinary Meeting
8. February 9th 2026 Ordinary Meeting Page 1
9. March 9th 2026 Ordinary Meeting
10. April 13th 2026 Ordinary Meeting

**010. COMMITTEES**

 **a) Affordable Homes Committees (2024/25 Cllr Roache, Cllr Littlewood, Cllr Tongue)**

**011. COUNCILLOR RESPONSIBILITIES**

 **Working Groups**

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1. **Employment/HR (2024/25 Cllr Roache, Cllr Billing)**
2. **Financial Management (2024/25 Cllr Roache, Cllr Venables)**
3. **Infrastructure & Environment (2024/25 Cllr Venables, Cllr Bell)**
4. **Planning (2024/25 Cllr Venables, Cllr Tongue, Cllr Wyatt)**
5. **Playground/Recreation Ground ( 2024/25 Cllr Venables)**
6. **Road Safety (2024/25 Cllr Bell, Cllr Wyatt.)**
7. **Trees (2024/25 Cllr Billing)**
8. **Welfare (2024/25 Cllr Sayers)**
9. **Biodiversity (2024/25 Cllr Venables)**
10. **Representatives for Tysoe Heritage Research Group – (2024/25 Cllr Roache)**
11. **Representatives for Village Hall Committee (2024/25 Cllr Venables, Cllr Billing.)**

**012. CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

**\*\*\*MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND\*\*\***

Prior to attending the meeting, please take a moment to read our meeting [Welcome Notice](https://www.tysoe.org.uk/wp-content/uploads/Welcome-to-Members-of-the-Public-2020.pdf). Questions are welcomed up to 24 hours in advance of the meeting. **Email:** parish.clerk@tysoe.org.uk.

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