



SEIGHFORD PARISH COUNCIL

To the members of Seighford Parish Council:

You are hereby summoned to attend The Extraordinary Meeting of Seighford Parish Council to be held at Seighford Village Hall on Wednesday 11th June 2025 starting at 7.30pm

The public and the press are cordially invited to be present but may be excluded from any item the council decides should be treated as confidential.

Kelly Day Clerk & RFO: Tel: 07931 167 081 E-mail: clerk@seighford-pc.org.uk

AGENDA

1	To receive apologies and accept and record any reasons for absences
2	Declaration of interests: a) To declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under s106 of the LGFA 1992. b) To note the receipt of any written requests for dispensation.
3	Time allocated 10 mins (7:40) Public Open Forum: Maximum time available 10 minutes enabling residents to ask questions or raise issues of concern with each participant limited to three minutes.
4	Time allocated: 5 mins (7:45) Updates from Borough/ County Councillors;
5	Time allocated: 5 mins (7:50) Annual Meeting of Seighford Parish Council held on 19th May 2025: a) To receive the draft minutes for approval as a correct record and sign.
6	Time allocated: 0 mins Planning matters:
7	Time allocated: 10 mins (8:00) Highways, footpaths and playing field matters: To agree a final position regarding the additional land on Seighford Playfield, following latest discussions with the Landlord.
8	Time allocated: 5 mins (8:05) To discuss a donation to each of the three village halls.
9	Time allocated: 10 mins (8:15) To discuss a community promotional plan to gather input from residents on what recreational equipment they would like in the villages.
10	Time allocated: 10 mins (8:25) Finance a) To receive and note the internal audit report b) To agree and sign the Certificate of Exemption c) To agree the Annual Governance Statement (Section 1 of the Annual Return) d) To agree the Annual Accounting Statements (Section 2 of the Annual Return)

	<p>e) To note the date of announcement and the commencement/ end dates for the public inspection period.</p> <p>f) To approve accounts for payment</p>
11	<p>Time allocated: 5 mins (8:30)</p> <p>To approve Black Rose Solutions Ltd to conduct both an interim and full audit in 2026 & 2027 at a fixed cost of £200 + 45p per mile + VAT per year.</p>
12	<p>Time allocated: 10 mins (8:40)</p> <p>Personnel and Recruitment:</p> <p>To discuss and consider a one off payment to clerk for additional hours to complete the Annual Governance Return, policies and other additional duties during May – July 2025.</p>
	<p>Next meeting: The next meeting of Seighford Parish Council will be held on Monday 21st July 2025 at Seighford Village Hall at 7.30pm.</p>
	<p>Meeting Close</p>