

Annual Meeting of St Bees Parish Council
To be held in St Bees Village Hall on Monday 19 May 2025 at 6.30 pm
(immediately following the Annual Parish Meeting)
AGENDA

Topic	Purpose	Process
1 Election of Chairman & Vice Chairman	Elect Chairman & Vice Chairman for 2025/26	Nominations to be sought
2. Apologies for absence	Receive & accept apologies for absence	
3. Chairman's opening remarks	Chairman to welcome councillors & members of the public	
4. Declarations of interest	Receive declarations of interests in agenda items	
5. Public Participation	Members of the public to raise matters relating to the agenda	Duration of this item to be determined by the Chairman
6. Minutes of last meeting	Approve minutes of meeting on 14 April 2025	Consider draft minutes attached
7. Co-option of new councillor	Consider expression of interest received	Copy attached
8. Cumberland Council Matters	Note progress with highways issues & other matters. Consider waste management issues.	Cllr Minshaw to report. Cllrs to raise any other Cumberland Council matters
9. Finance & Risk Management		
(a) Internal audit	Note completion of internal audit for 2024/25. Appoint auditor for 2025/26	Copy of report attached
(b) Asset Register	Receive & note asset register at 31/3/25	Copy attached
(c) Annual Governance Statement	Agree Annual Governance Statement 2024/25	Copy of Annual Governance Statement pro forma attached.
(d) Annual Accounting Statement	Approve Annual Accounting Statement 2024/25	Copy attached
(e) Insurance	Approve insurance arrangements for 2025/26	Report by Clerk
(f) Bank mandate	Agree signatories for 2025/26	Review existing mandate & agree any changes
(g) Financial report	Note report & receive notes of FRAG meeting	April account summary attached. Breakdown of reserves carried over from 2024/25 also attached. FRAG notes to be circulated.
(h) Payments	Approve payment of accounts	Report by Clerk
10. Appointment of committees/advisory groups and representatives to outside bodies	Agree committee membership for coming year. Appoint representatives to outside bodies.	List of current committee membership attached

11. Lead responsibilities	Agree lead responsibilities for 2025/26	List of current responsibilities attached
12. Village Hall	Receive report on current developments. Consider contribution to legal costs	Report by Cllrs Taylor/Sim
13. Climate Change Working Group	Receive report	Report by Cllr Linton
14. Planning		
(a) New applications	Agree response to recent applications & note comments submitted under delegated authority	Report by Planning Advisory Group/Clerk
(b) Applications approved/refused	Note decisions made by Cumberland Council	Report by Clerk
15. Project reports		
(a) Beach & Play Area	Receive progress report on proposed mural & play area repairs	Report by Clerk/Cllr Linton
(b) Upgrading of Outrigg Play Area	Note progress with draft lease & agree next steps	Report by Cllr Kaldos/Clerk
(c) Station car park ext/transport hub	Receive progress report	Report by Cllr Taylor
(d) Valley Link Cycle Track	Receive progress report	Report by Cllr Taylor
(e) Priory Paddock	Receive progress report	Report by Cllr Bettinson
(f) Interpretation boards	Receive progress report	Report by Cllr Sim
16. Footpaths	Receive progress report	Report by Cllr Hale
17. Reports from representatives to outside bodies	Receive report on any meetings attended	Report by Cllrs
18. Clerk's report	Note progress with on-going matters.	Report by Clerk attached
19. Correspondence	Awareness and agreement of any actions required	List of correspondence attached
20. Items for information	Note items for information or for inclusion in future agendas	Councillors to report items for information
21. Meeting calendar	Agree dates of meetings for the coming year	Draft calendar attached

Members of the public are welcome to attend the meeting.

Jane Donaldson, Clerk to St Bees Parish Council

13 May 2025