

19 May 2025

**TO ALL MEMBERS OF THE COUNCIL**

Dear Sir/Madam

**You are hereby summoned to attend a remote meeting of the Council which will be held on Thursday 22 May 2025 at 7.30pm.**

Emma Green  
Clerk to the Council



This meeting is open to the public unless the Members decide to exclude the public for any exempt or confidential item of business.

Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record/film/photograph or broadcast the meeting whilst it is open to the public.

**AGENDA**

- 1. ELECTION OF CHAIRMAN 2025/26**  
To seek nominations for and elect a Chairman for the forthcoming year.
- 2. SIGNATURE OF DECLARATION OF OFFICE**  
The elected councillor to sign the Declaration of Office
- 3. APOLOGIES FOR ABSENCE AND REASONS**  
To receive apologies and consider approved reasons for absence.
- 4. ELECTION OF VICE CHAIRMAN 2025/26**  
To seek nominations for and elect a Vice Chairman for the forthcoming year.
- 5. MINUTES OF THE MEETING HELD 26 March 2025**  
To approve the minutes as a correct record.
- 6. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 18 APRIL 2025**  
To address any matters arising from the minutes not already specified on the agenda.
- 7. ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES**  
To assign Councillors to outside bodies for 2024/25.
  - a) Safer Cleaner Greener
  - b) YLCA South Pennines Branch
  - c) Town & Parish Council Liaison Committee

- 8. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS**  
To consider the revised Model Standing Orders and Financial Regulations and to decide on appropriate action.
- 9. REVIEW OF DELEGATION ARRANGEMENTS**  
To confirm the delegation arrangements as appropriate.
- 10. CLERKS ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLEMENT AND PAYE REAL TIME INITIATIVE**  
To receive a verbal report from the clerk.
- 11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**
- a) To certify Erringden Parish Council as exempt from external audit for the year 2024/25.
  - b) To note the Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25.
  - c) To approve Section 1 – Annual Governance Statement 2024/25 for Erringden Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25.
  - d) To approve Section 2 – Accounting Statements 2024/25 for Erringden Parish Council on page 6 of the Annual Governance and Accountability Return 2024/25.
  - e) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.
- 12. CORRESPONDANCE**
- a) Heptonstall Festival
  - b) YLCA
  - c) Meeting of Parishes Re. Windfarm
- 13. INSURANCE RENEWAL**  
To confirm the renewal of insurance for the year 2025-26
- 14. Payments & Receipts**
- a) YLCA Membership £71.00
- b) DATE AND TIME OF THE NEXT MEETING**  
Arrangements for the next meeting to be agreed.