

# MELMERBY PARISH COUNCIL

Email: melmerbypc@gmail.com

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You are hereby summoned to attend the Annual Parish Council Meeting of Melmerby Parish Council which will be held at Melmerby Village Hall, on **Wednesday 21<sup>st</sup> May 2025 at 7.30pm.**

Claire Rankin  
Parish Clerk  
15<sup>th</sup> May 2025

## AGENDA

1. **Election of Chair** – To elect a Chair of the Parish Council for 2025/26.
2. **Election of Vice-Chair** – To elect a Vice-Chair of the Parish Council for 2025/26.
3. **Apologies for Absence** -To receive and accept apologies and note the reasons for absence.
4. **Declarations of Interest** – To receive all declarations of interest from members of the Council in respect of items on this agenda.
5. **Minutes** - To authorise the Chair to sign the minutes of the Ordinary Parish Council Meeting held on 11<sup>th</sup> March 2025 and the Extraordinary Parish Council Meeting held on 23<sup>rd</sup> April 2025.
6. **Exclusion of Press and Public (Public bodies Admission to Meetings Act 1960)** – To decide whether there any agenda items which require consideration for the exclusion of the press and public.
7. **Public Participation** - The Chair will adjourn the meeting to allow members of the public an opportunity to speak.
8. **Westmorland and Furness Council Report** - To receive relevant updates from Westmorland and Furness Council.
9. **Annual Accounts** - To approve the audited Annual Accounts for 2024/25.
10. **Audit** – To approve the submission of the audited accounts to AGAR.
11. **Horse Fair** - To provide an update regarding communication during the Horse Fair.
12. **Police Pledge** – To amend the Parish Council representative for the Cumbria Police Pledge.
13. **Playground Proposal** – To agree that the Parish Council becomes the accountable body with regard to the playground project and to submit a planning application to Westmorland and Furness Council once agreement has been reached with the landowner.
14. **Highways** – To consider any matters related to Highways.
15. **Finance** – To approve payments as detailed in the RFO report.
16. **Salary payments** – To approve salary payments to be paid on the 20<sup>th</sup> of every month.
17. **Correspondence** – To acknowledge correspondence received as listed in the correspondence register.
18. **Date and Time of Next Meeting** – To confirm the proposed schedule of meeting dates for 2025/26 as follows:  
  
16<sup>th</sup> July 2025, 24<sup>th</sup> September 2025, 26<sup>th</sup> November 2025, 28<sup>th</sup> January 2026 and 25<sup>th</sup> March 2026 (which will follow the Annual Parish Meeting). All meetings will be held at Melmerby Village Hall at 7.30 p.m.

**All parish council meetings are open to the public.**