

# PARISH OF BOLTON

**Notice of:**

**a. Annual Parish Meeting**

**b. Annual Parish Council Meeting**

Dear Sir/Madam,

I hereby give you notice that the Annual Meeting of the Parish of Bolton will be held at the **Bolton Memorial Hall on Monday 19th May 2025, at 7 p.m.** in the evening. The Annual Parish Council meeting will follow. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meetings as set out hereunder.

Dated Tuesday 13th May 2025

Shelagh Leyland...

Clerk of the Parish Council

Roger Bird... ..

Chairman of the Parish Council

## **BUSINESS TO BE TRANSACTED**

<b><i>Annual Parish Meeting</i></b>	<b><i>Annual Parish Council meeting</i></b>
<ol style="list-style-type: none"> <li>1. Welcome and introduction</li> <li>2. Presentation from David Baxter about the Bolton Willows Trust fund</li> <li>3. Chairman's Annual Report</li> <li>4. Public forum</li> <li>5. Financial Report-</li> </ol>	<ol style="list-style-type: none"> <li>1. Election of Chairman for 2025-26</li> <li>2. Receive Chairman's Declaration of Acceptance of Office</li> <li>3. Appointment of Vice Chairman for 2025-26</li> <li>4. Councillors' Acceptance of Code of Conduct and Declarations of interest.</li> <li>5. Apologies for absence and declarations of interest</li> <li>6. Authorisation of Minutes of last meeting 24<sup>th</sup> March 2025</li> <li>7. Unitary Councillor report</li> <li>8. Parish Councillor reports:               <ol style="list-style-type: none"> <li>8.1 Resignation of councillor</li> <li>8.2 Hall extension &amp; car park</li> <li>8.3 Footway lights update</li> <li>8.4 Litter pick report</li> <li>8.5 WFC Recycling plans</li> <li>8.6 Place Action Group update</li> <li>8.7 Defibrillator North End</li> <li>8.8 Weedkilling pump track area</li> </ol> </li> <li>9. Councillors' review and adoption of updated Standing Orders and Financial Regulations</li> <li>10. W&amp;F Local Plan</li> <li>11. Finance:               <ol style="list-style-type: none"> <li>11.1 To receive, adopt &amp; sign the final bank reconciliation, &amp; annual governance and accountability return for 2024-25</li> <li>11.2 To review, update and adopt Asset Register and risk management assessment</li> <li>11.3 To review and authorise payment for Insurance cover</li> <li>11.4 To appoint Internal auditor for 2025-26</li> <li>11.5 To authorise payments</li> </ol> </li> <li>12. Confirm dates of meetings for 2025-26</li> </ol>

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO BE PRESENT. THE ANNUAL PARISH MEETING IS YOUR CHANCE TO RAISE ANY MATTER OF CONCERN**