**Full Council Meeting Summons** Monday 8 September 2025, 7.30 pm start

Whittle-le-Woods Village Hall

**Meeting arrangements** Full Council Meeting

Monday 8 September 2025, 7.30 pm start

Whittle-le-Woods Village Hall

**Agenda**

# 1. Apologies

# 2. Declarations of interest and dispensation considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider any dispensation requests submitted.

3. Minutes of previous Council meetings to be approved, or received at a later date

4. Statutory Business

4.1 Planning - Consider planning report, approve responses and ratify responses made between meetings or to meet deadlines.

5. Financial items

5.1 Consider and approve expenditures in the circulated report, and any after the agenda, submitted to the meeting

5.2 Receive the financial reports

5.3 Unity Trust Bank – to update the bank mandate with adjustments

5.4 External Auditor Report (if it arrives)

# 6. Project updates from Councillors - only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

## 6.1 Defibrillator reports

## 6.2 Progress on village entrance signs

## 6.3 Progress on land for Youth use

# 7. Finance Committee – recommendation – see minutes attached

Finance Committee recommends to Full Council that it adopts the ‘Nest Workplace Pension Scheme’ as the replacement for the LCC Pension with immediate effect. This is in line with other local Parish Councils. Choosing this pension scheme allows us to have more control of our finances in future planning.

# 8. Website – members were asked at the last meeting to review the current arrangement on the website for this item – whether other elected members should/shouldn’t be included on the Parish Councils website eg. Borough, County, MP.

# 9. IT Policy – to adopt a template policy in line with the new criteria in the updated [SAPPP Practitioners Guide 2025](https://www.nalc.gov.uk/resource/practitioners-guide-2025.html) assertion 10 – a drafted document is attached

# 10. Matters for information

Notify the Chair prior to the meeting starts of any item to be raised under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

# 11. Exclusion of Press and Public

It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business - pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960[[1]](#footnote-1) and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972[[2]](#footnote-2).

# 12. Update from the Locum Clerk

N Griffiths

N Griffiths   
Clerk to the Council

Issued: 1 September 2025

1. https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1 [↑](#footnote-ref-1)
2. https://www.legislation.gov.uk/ukpga/1972/70/schedule/12A [↑](#footnote-ref-2)