

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office open to public
Monday & Thursday
9.30 – 12.30
or by appointment

Email: clerk@boxparishcouncil.gov.uk
Website: www.boxparishcouncil.gov.uk

8th May 2024

Dear Councillor

You are summoned to attend the Annual Meeting of the Box Parish Council to be held in the **Pavilion, Valens Terrace, Box** on **Thursday 15th May 2025** commencing at **7.30 pm** to consider the following Agenda. Any apologies for absence should be sent to the Clerk prior to the meeting.

Yours sincerely
M.S. Carey
Mrs M.S. Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. To confirm completion of Declaration of Acceptance of Office forms
3. Election of Chair of the Council for 2025/27 and Declaration of Acceptance of Office
4. Election of Vice Chairman of the Council for 2025/26
5. Composition of Committees and Election of Committee Chair
6. Composition of the Finance & Governance Committee
7. Composition of Personnel Committee
 - Code of Conduct – reminder to Councillors to familiarise themselves with the contents of the Code of Conduct
 - To agree and adopt the revised Standing Orders – changes to paragraphs 14 and 18 (revised copy attached)
8. To agree the Calendar of Meetings for 2025/26
9. Appointment of Representatives to sit on outside bodies – list attached and responsibility of Notice Boards
10. Confirmation of use of .gov.uk emails for all Councillors
11. Co-options to fill the vacancies – three for the Box Ward and two for the Rudloe Ward

Ordinary Business

12. Public Question Time – to receive questions from members of the public – time allowed 15 minutes
13. Chair's Announcements and Declaration of Interests relating to the Agenda
14. To receive the Minutes of the Council Meeting held on 24th April 2025, update on issues and to consider any matters arising from these minutes
 - Climate Strategy Working Group – update
15. **Items for Discussion**
16. To receive any urgent correspondence
17. **Finance:**
 - To receive any accounts for payment
 - To receive the report from the Internal Auditor
18. Chairman's Diary, Representatives' reports and report from County Councillors
19. Items of report and future Agenda items
20. Dates of forthcoming meetings:
Playing Fields – 2nd June; Planning – 19th June; Finance & Governance – 9th June; Box Hill & Rudloe – 16th June; Full Council - 26th June