

SHIPLEY PARISH COUNCIL

Chairman: Councillor Mrs. Lesley Adcock
Clerk & Responsible Financial Officer: Matthew Bullock



Shipley Parish Rooms, The Field, Shipley, Derbyshire. DE75 7JH.
Tel: 07941373938 (answer phone)
Website: shipleyparishcouncil.org
Email: clerk@shipleyparishcouncil.org

20th May 2025

Dear Residents of Shipley Parish

You are hereby invited to attend the **Annual Shipley Parish meeting** to be held at the **Shipley Parish Rooms**, The Field, Shipley, DE75 7JH on **Tuesday 27th May at 6:30pm**.

The Annual Parish Meeting is not constituted as an official meeting of the Parish Council and therefore no decisions will be made by elected members. This a public meeting, required by law, for registered Electors to ask questions about Parish matters, raise issues and concerns and for Shipley Parish Council to report on the activities and actions it has carried out over the last Civic year 2023 - 2024. All questions and answers will be directed through the Chairman of the Parish Council.

Please advise the Clerk if you are unable to attend via clerk@shipleyparishcouncil.org or via 07941 373938

Yours sincerely

Lesley Adcock

Lesley Adcock

Chairman Shipley Parish Council

SHIPLEY PARISH COUNCIL

Chairman: Councillor Mrs. Lesley Adcock

Clerk & Responsible Financial Officer: Matthew Bullock



Shipley Parish Rooms, The Field, Shipley, Derbyshire. DE75 7JH.

Tel: 07941373938 (answer phone)

Website: shipleyparishcouncil.org

Email: clerk@shipleyparishcouncil.org

Shipley Annual Parish Meeting – Tuesday 28th May 2024 6:30pm

- 1) Welcome and apologies
- 2) Minutes of previous Parish Meeting – Tuesday 28th May 2024
- 3) Annual report of Chairman
- 4) Matters raised by electors
- 5) Closure of meeting

SHIPLEY PARISH COUNCIL

Chairman: Councillor Mrs. Lesley Adcock

Clerk & Responsible Financial Officer: Matthew Bullock



Shipley Parish Rooms, The Field, Shipley, Derbyshire. DE75 7JH.

Tel: 07941373938 (answer phone)

Website: shipleyparishcouncil.org

Email: clerk@shipleyparishcouncil.org

20th May 2025

To the Chairman & Councillors of Shipley Parish Council

Dear Councillors

You are hereby summoned to attend the **Annual Meeting of Shipley Parish Council** to be held at the **Shipley Parish Rooms**, The Field, Shipley, DE75 7JH on **Tuesday 27th May at 7.00pm.**

Please ensure you have completed and signed the declarations of acceptance of office before the start of the meeting, which require countersigning by the clerk.

Please advise the Clerk if you are unable to attend via clerk@shipleyparishcouncil.org or via 07941373938

Yours sincerely

Matthew Bullock

Matthew Bullock

Clerk

Shipley Parish Council

SHIPLEY PARISH COUNCIL

Chairman: Councillor Mrs. Lesley Adcock
Clerk & Responsible Financial Officer: Matthew Bullock



Shipley Parish Rooms, The Field, Shipley, Derbyshire. DE75 7JH.
Tel: 07941373938 (answer phone)
Website: shipleyparishcouncil.org
Email: clerk@shipleyparishcouncil.org

Annual Meeting of Shipley Parish Council – Tuesday 27th May 2025 7:00pm

- 1) Election of Chairman 2025-2026 followed by signature of Declaration and Acceptance of Office
- 2) Apologies for absence
- 3) Election of Vice-Chairman 2025-2026 followed by signature of Declaration and Acceptance of Office
- 4) Register of Interest forms from Members if updating required.
- 5) To receive declarations of interest
- 6) Suspension of Standing Orders to allow the following:
 - Police matters
 - Public forum (15 minutes with 3 minutes allowed per parishioner)
 - To receive reports from outside bodies
 - A. Shipley Parish Rooms Trust
 - B. Shipley Eco Action Group
 - C. Shipley Allotments Association
- 7) Re-instatement of Standing Orders
- 8) Reports of Borough and County Councillors
 - A. Amber Valley Borough Council
 - B. Derbyshire County Council
- 9) To confirm minutes of Shipley Parish Council meeting – 28th April 2024
- 10) To approve and adopt Standing Orders for Shipley Parish Council 2025-2026
- 11) To approve and adopt Financial Regulations for Shipley Parish Council 2025-2026
- 12) Shipley Parish Council Asset Register 2025-2026
- 13) To confirm Parish Council Policies 2025-2026 (available on Parish Council website)
 - A. Complaints policy
 - B. Co-option policy
 - C. Data protection policy
 - D. Equality and Diversity policy
 - E. Freedom of Information policy
 - F. Grants policy
 - G. Persistent and Vexatious Complaints policy

SHIPLEY PARISH COUNCIL

Chairman: Councillor Mrs. Lesley Adcock
Clerk & Responsible Financial Officer: Matthew Bullock



Shipley Parish Rooms, The Field, Shipley, Derbyshire. DE75 7JH.

Tel: 07941373938 (answer phone)

Website: shipleyparishcouncil.org

Email: clerk@shipleyparishcouncil.org

H. Press and media policy

14) Financial Report

- A. To receive the Annual Internal Audit report for the Shipley Parish Council Accounts 2024 – 2025
- B. To receive the Annual Governance Statement 2024 – 2025
- C. To receive the Accounting Statement 2024 – 2025
- D. To endorse Certificate of Exemption for Shipley Parish Council financial accounts period 2024 – 2025
- E. To approve signatories for Parish Council bank accounts – Unity Trust Current account
- F. To consider future of HSBC account
- G. Payments and receipts report 01/04/2024 – 30/04/2025
- H. Bank Reconciliation 30/04/2025
- I. To consider renewal of insurance for 2025-26
- J. To consider s137 grant to Sunnyside Football Club

15) To appoint representatives to outside bodies

- i. Shipley Parish Rooms Trust (2)

16) Clerk's report

17) Bins – Report from Cllr Stevenson

18) Planning Matters

19) Date and agenda items for next meeting

- 24th June 2025

Clerk's report

- a) Pit Lane Recreation ground
Grass Pitch maintenance fund
- b) Website update
- c) Parish newsletter