

# Example Parish Council Meeting Agenda

Date: March 20, 2025

Time: 7:00 PM

Location: Village Hall, Main Street

## 1. Welcome and Apologies

Chair to open the meeting

Receive and record apologies for absence

## 2. Approval of Previous Meeting Minutes

Review and approve minutes from the last meeting (Example: February 15, 2025)

## 3. Declarations of Interest

Councillors to declare any interests in agenda items

## 4. Public Participation (15 minutes max)

Residents may raise issues or ask questions

Limited to three minutes per speaker

## 5. Matters Arising from Previous Meeting

Updates on any outstanding actions

## 6. Reports

Chair's Report - Summary of recent activities

Clerk's Report - Administrative updates

County & District Councillor Updates - Local authority matters

Police Report - Crime statistics and community safety

## 7. Planning Applications

Review and comment on any new planning applications

## 8. Finance

Approval of payments and receipts

Budget review and financial planning

## 9. Village Maintenance & Projects

Example: Discussion on park refurbishment

Example: Update on road repairs and drainage issues

## **10. Events & Community Initiatives**

Example: Planning for village summer fair

Example: Discussing new community volunteer programs

## **11. Correspondence**

Review of any letters or emails received

## **12. Any Other Business**

(at Chair's discretion)

## **13. Date of Next Meeting**

Example: April 17, 2025

## **14. Meeting Close**