



TUTBURY PARISH COUNCIL

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09 October 2025

Dear Councillors

You are summoned to attend a meeting of Tutbury Parish Council to be held at Tutbury Village Hall, Monk Street, Tutbury, **Monday 20th October 2025 at 7.30pm** at which the following business will be transacted. Any councillor unable to attend should forward their apologies either to the Clerk or Chairman.

AGENDA 20th October 2025

1. Apologies	1
2. Minutes of the meetings held on, planning committee minutes 6th October 2025 Open Space Minutes 6th October 2025 , full Parish Council 15th September 2025	2
3. Declarations of Interest & Dispensation requests: a) Register of Interests: Councillors are reminded of the need to keep their register entry up to date. b) To declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and/or any Non-Registerable Interests (NRI) in items on the agenda and their nature. Councillors who have declared a DPI, or an ORI must, where relevant, leave the room for the specified item.	2
4 Public Participation: The meeting will be adjourned for up to 15 minutes to allow for public participation. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk before the meeting. Members of the public may not take part in the Council meeting itself.	15
5.To adjourn the meeting for the Borough and County Councillor report	5
6. To reopen the meeting to receive the Clerk's Report including correspondence	5
7. To receive a Chairs report.	5

8. To consider and approve a Co-option policy	5
9. Approve Accounts for Payment	5
10. To appoint members to a changing rooms grant working party/ committee.	5
11. To consider and approve speed indicator locations and purchase of signs.	5
12. To confirm litter pick details and actions	5
13. To consider and approve the commissioning of a tree survey covering the following parish council sites: the closed churchyard at St Mary's, the East Path Triangle, Chatsworth Drive, and Cornmill Lane playing fields, and to agree the appointment of a contractor to undertake the work.	
14. To receive a draft budget and review required changes.	
15. To note the receipt of the completed Annual Governance and Accountability Return (AGAR) for the financial year ending 2024/25, confirming a clean audit with no qualifications or comments.	
16 To consider and approve the appointment of [Auditor Name/Firm] as the internal auditor for the financial year 2025/26.	
17. To consider and approve a grant request for the Tutbury Christmas Festival	5
18. To consider and approve a grant request for the Tutbury Winter wonderland	5
19. Items for the Next Agenda	2
20..Dates of Next Meetings • Open space Committee Charity House, Duke St 3rd November 2025, Planning Committee Charity House, Duke St 3rd November 2025 • Full Parish Council 17th November 2025 Village Hall. • Staffing Committee	2

Yours faithfully
Karen Duffill Clerk