

Cottered & Throcking Parish Council



To all Parish Councillors

You are hereby summoned to attend the **COTTERED & THROCKING ANNUAL MEETING of the PARISH COUNCIL** on **Tuesday 9th MAY 2023 at 7.30pm** in Cottered Village Hall for the purpose of transacting the following business.

The ANNUAL PARISH MEETING WILL FOLLOW THIS MEETING (at approx. 8.30pm)

Denise Anderson

Clerk to the Council
clerk@cotteredpc.org.uk

AGENDA

1. **ELECTION OF CHAIRMAN 2023-2024**
2. **ELECTION OF VICE CHAIRMAN 2023-2024**
3. **APOLOGIES**
To receive apologies for absence
4. **DECLARATIONS OF INTEREST**
To receive any declarations of interest in items on the agenda
5. **PUBLIC PARTICIPATION**
To suspend standing orders to allow parishioner and public comments
6. **MINUTES OF PREVIOUS PARISH COUNCIL MEETING**
To confirm the minutes of the Parish Council meeting held on Tuesday 14th March 2023
7. **PARISH ASSETS COMMITTEE**
To appoint members to serve on the Parish Assets Committee for the forthcoming Council year.
8. **STAFFING COMMITTEE**
To appoint members to serve on the Staffing Committee for the forthcoming Council year.
9. **PARISH COUNCIL DOCUMENTATION**
To review and amend where necessary and readopt:
 1. **Standing Orders**
 2. **Code of Conduct**
 3. **Financial Regulations**
 4. **Risk Assessment**
 5. **Register of Assets**
 6. **Complaints Procedure**
 7. **Publication Scheme**
 8. **Training Policy**
 9. **Privacy Policy**
 10. **Parish Assets Committee Terms of Reference**
 11. **Staffing Committee Terms of Reference**
10. **CO-OPTION FOR VACANCY ON PARISH COUNCIL**
 - 10.1 To discuss procedure to fill vacancy
11. **PARISH COUNCILLORS' REPORTS**

12. **FINANCE**
 - 12.1 To note Finance Report and authorise payments (Report tabled)
 - 12.2 Litter Picking payment going forward – to discuss and agree
 - 12.3 **Annual Governance and Accountability Return (AGAR) 2022-2023**
 - I. To formally approve the Internal Auditor’s Report
 - II. To formally approve the Annual Governance Statement and signed by the Chairman
 - III. To formally approve the Summary Accounting Statements and signed by the Chairman
 - IV. To formally approve the Dates of the Period for the Exercise of Public Rights – *Monday 5th June to Friday 14th July 2023*
13. **PLANNING**
 - 13.1 To receive Planning Report (Report tabled) and current Planning Applications
14. **HIGHWAYS**
 - 14.1 Any matters to report
15. **PARISH ASSETS COMMITTEE REPORT**
 - 15.1 No further meetings or activities
16. **PARISH MATTERS**
 - 16.1 **Sports Pavilion**
 - I. Pavilion – update by Councillors
 - II. Pavilion Approach Track – to report on any discussions with resident users and upkeep costs
 - 16.2 Cross Green – to approve repair works to make good the edge of the green
 - 16.3 **Village Gates** – revisit this project
 - 16.4 **CCTV at Village Hall** – to discuss
17. **RECREATION GROUND TRUST (PARISH TRUST)**
 - 17.1 Any matters to report
18. **CLERK’S REPORT AND CORRESPONDENCE**

To receive Clerk’s Report and note correspondence received not on the Agenda
19. **DAY and DATES OF NEXT MEETINGS**

To be agreed and published

Members of the public are warmly welcomed but are reminded that, unless invited to do so by the Chairman, they are only permitted to speak during the public sessions.