

COWBIT PARISH COUNCIL

c/o 9 Monks Meadow, Crowland, Lincolnshire PE6 0LJ
Tel: (01733) 210992 Email: clerk.cowbit@gmail.com

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Dear Councillor

10.05.23

You are hereby summoned to attend the Annual General Meeting of Cowbit Parish Council, which will be held on the 15th of May commencing at 7:30pm in Cowbit Village Hall, Barrier Bank, Cowbit. The Parish Council meeting will commence directly afterwards, the business to be dealt with at the meeting is listed in the agenda below. If you are unable to attend please notify me of your apology.

There will be a 15 minute public forum at 7:30pm when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

Signed: *Angela Harrison* Clerk to the Council

AGENDA

1. Chairman's welcome to the Annual General Meeting and Public Forum.

Parish Council Meeting

2. Election of Chairman and signing of the Declaration of Acceptance of Office.
3. Election of Vice Chairman and signing of the Declaration of Acceptance of Office.
4. To receive and approve apologies for absence.
5. To receive Declarations of Interest in accordance with the Localism Act 2011 and to consider any requests for dispensations.
6. Notes on the last PC meeting held on the 13th of March 2023 to be approved as the minutes.
7. Matters arising from the minutes, (not covered on this agenda).
8. To review and resolve PC representation on the following Committees and outside bodies: -
 - a. Playing Field/Pavilion
 - b. SHPVCS
 - c. Village Hall
9. To review and resolve the following: -
 - a. Inventory of Council land and assets
 - b. Insurance Cover for 2023/24
 - c. Website
 - d. Policies, Procedures and Documents
10. Police matters and to receive the Police report.
11. Highways matters and to receive the CSW report.
12. To receive an update on the bus shelters.

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13. Financial matters.
 - a. To receive the financial report and approve outstanding payments
 - b. To receive the bank reconciliation (4th quarter)
 - c. To receive the budget report (4th quarter).
14. 2022/23 Annual Audit.
 - a. To approve and sign Section 1 – Annual Governance Statement
 - b. To approve and sign Section 2 – Accounting Statements
15. Planning matters.
16. To receive reports from representatives on outside bodies.
 - a. To receive an update on Village Hall matters.
 - b. To receive an update on the Playing Field/Pavilion.
17. General correspondence for inspection at the meeting not included in the agenda.
18. Items to be included on the next meeting's agenda.
19. To confirm the date of the next meeting, provisionally set as 10th July 2023.