

SWALLOW PARISH COUNCIL
INCORPORATING THE VILLAGES OF SWALLOW & CUXWOLD
Tel: 01777 704186
Email: swallowparishcouncil@gmail.com

Dear Member

You are hereby summoned to the Annual Meeting of Swallow Parish Council which will take place at Swallow Village Hall on Tuesday 9th May 2023 at 7.15pm at which the under mentioned business will be transacted. The Annual Parish Meeting will take place after the Councilors have accepted Office and elected a Chairman and Vice Chairman.

Date: 1st May 2023

Signed: Chris Hollands - Clerk/RFO

AGENDA

1. Councilors Acceptance of Office
2. To elect a Chairman and Vice Chairman
3. Break for Annual Parish Meeting
4. Post Election matters
5. Apologies for Absence. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
6. To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Member's Register of Interests.
7. To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.
8. To approve as an accurate record the notes of the Meeting held on 14th March and to authorize the Chair to sign the official Minutes.
9. Matters arising from the Minutes
10. To receive and consider a report from LCC & WLDC Councilors.
11. To receive and consider a report from the Police.
12. To receive a report from the Chair.
13. To receive and consider a report from the Clerk to the Council on any outstanding matters and correspondence received since the meeting of 14th March 2023.
14. Financial matters:
 - To approve the bank reconciliation statement
 - To approve a payment of £75.17 to C Hollands as Mileage expenses.
 - To ratify payments of accounts, salary, & payments already made.
 - To agree Banking arrangements and new signatories.
 - Internal Audit Report
15. Annual Governance and Accountability Return 2022-2023
 - To approve the Annual Governance Statement
 - To approve the Accounting Statements
 - To approve the Certificate of Exemption
16. Village Hall – To receive an update from the Village Hall Committee.
17. Any other business- to discuss any further business and agree any further items for inclusion in the agenda for the July meeting.
18. To confirm the date of next Parish Council meeting and Annual Parish Meeting as 11th July 2023.
19. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter:
 - To review Clerks Probation.

SWALLOW PARISH COUNCIL
INCORPORATING THE VILLAGES OF SWALLOW & CUXWOLD
Tel: 01777 704186
Email: swallowparishcouncil@gmail.com