

**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 14th May 2024 at 7.30pm at which the under mentioned business will be transacted. The Annual Parish Meeting will take place after the election of a Chairman and Deputy Chairman.

Date: 3rd May 2024

Signed: Chris Hollands - Clerk/RFO

**AGENDA**

1. To elect a Chairman and Deputy Chairman.
2. Break for Annual Parish Meeting.
3. Apologies for Absence. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
4. 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.
5. To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.
6. To approve as an accurate record the notes of the Meeting held on 12th March and to authorize the Chair to sign the official Minutes.
7. Matters arising from the Minutes
8. To receive and consider a report from the LCC & WLDC Councilor.
9. To receive a report from the Chair.
10. To receive and consider a report from the Clerk to the Council on any outstanding matters and correspondence received since the meeting of 12th March 2024.
11. Financial matters:
  - To approve the bank reconciliation statement
  - To approve a payment of £96.44 to C Hollands for expenses
  - To ratify payments of accounts, salary, & payments already made.
  - Internal Audit Report
12. Annual Governance and Accountability Return 2023-2024
  - To approve the Annual Governance Statement
  - To approve the Accounting Statements
  - To approve the Certificate of Exemption
13. To discuss and update progress with Flooding issues affecting the Village
14. To consider forming a Neighborhood Plan for the Village.
15. Village Hall – a) To receive an update from the Village Hall Committee.  
b) To discuss the Parish Councils obligations to the Village Hall
16. Any other business- to discuss any further business and agree any further items for inclusion in the agenda for the July 2024 meeting.
17. To confirm the date of the next Parish Council Meeting as 9th July 2024.
18. 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 amend the Clerks Contract

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