

# **Cotton Parish Council**

## **Parish Councillors are Duly Summoned to Attend**

### **THE ANNUAL GENERAL MEETING**

**May 22, 2019 at 7.00pm at Cotton Village Hall**

1. To elect the Chair and Deputy Chair for 2019/20
2. To co-opt Parish Councillors to fill vacancies on the Council
3. Apologies and approvals of absence
4. Declarations of interest and requests for dispensation
5. To approve the minutes of the Parish Council meetings held on March 18, 2019 and April 24, 2019
6. Members of the public are invited to make any comments on items on the Agenda or to raise issues for consideration at future meetings
7. To consider any updates on planning issues
8. To consider the shared cost of upkeep of the playing field
9. To consider and approve the following:

**The accounts of the Parish Council for 2018/19 (and to sign the relevant annual return paperwork)**

**The updated Standing Orders**

**The asset register**

**The risk assessment**

**The updated Financial Regulations**

**Adoption of appropriate Internal Controls as recommended by SALC**

**Confirmation of the appointment of the Clerk as Responsible Financial Officer (RFO)**

**Action points from the Internal Audit can be considered at a later meeting**

10. To receive a report from the Clerk on the current financial position and any payments due

11. Correspondence and urgent matters to be brought to the attention of the Parish Council
12. To confirm dates for Parish Council meetings during 2019/20

## **ANNUAL PARISH MEETING**

**All are welcome to attend**

### **Agenda**

1. Apologies for absence
2. Approval of the Minutes of the Annual Parish Meeting held on May 2, 2018
3. Reports on 2018/19 will be presented by the Parish Council Chair and by representatives of village groups and organisations, including Carter's Meadow, the PCC, the Village Hall, the Quarterly, the Produce Association and others
4. Open discussion on issues of concern to the Village
5. To agree the date of the next meeting