



AGENDA

Annual Meeting of Chadwick End Parish Council

Date and time: Wednesday May 29th at 6.30pm

Place: Village Hall

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held on **29th May 2024** at **6.30pm** at **Chadwick End Village Hall**

KJFinlayson

Kerry Finlayson

Parish Clerk, Chadwick End Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. ELECTION OF CHAIR

2. ELECTION OF VICE CHAIR

3. WELCOME & APOLOGIES

4. DECLARATIONS OF INTEREST

5. OPEN FORUM

6. APPROVAL OF MINUTES

To approve the minutes of the Ordinary meeting held on 12th March 2024

DOCUMENT 1

7. ACCEPTANCE OF OFFICE

Councillors to confirm that they have submitted the following documents:

EMAILED

i. Declaration of acceptance

ii. Any financial interests in the Register of Members' Interests

iii. Code of Conduct

8. FINANCIAL MATTERS

i. RFO Report

DOCUMENT 2

ii. Internal Audit

DOCUMENT 3

iii. Annual Governance & Accountability Return 2023/24

a) Agree Annual Governance Statement

b) Agree Accounting Statements 2022/23

c) Notice of Public Rights

DOCUMENT 4

9. DEFIBRILLATOR CHECKS

10. VILLAGE HALL

11. PLAYGROUND

12. PREVIOUS ACTION POINTS

- AP2 Sep** Cllrs to arrange handovers for responsibilities, where appropriate ASAP
- AP2 Nov** Cllr Davies to get bolt in the flood barrier outside the front door and kitchen areas to be fixed
- AP2 Jan** RFO to ensure a full refund of credit received back from EDF
- AP1 Mar** JD/DM - to replace flood barrier housing

13. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

14. DATE OF NEXT MEETING

- 30th July 2024 at 6.30pm

15. PERSONNEL and CONFIDENTIAL MATTERS

Kerry Finlayson

Clerk to Chadwick End Parish Council

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www.chadwickendparishcouncil.co.uk