

PATTISHALL PARISH COUNCIL

Website: www.pattishallparish.org.uk

Clerk - Mrs. Ann Addison, The Paddocks, Baker Street, Gayton, NN7 3EZ

Telephone: 01604 858226, email parshclerk811@btinternet.com or ann.addison97@gmail.com

You are summoned to attend the **ANNUAL GENERAL MEETING** of the above Parish Council
On **THURSDAY, 11th MAY 2023, AT 7.30 pm**, Pattishall Parish Hall

For considering and resolving the matters set out below.

Members of the public & press are welcome to attend.

AGENDA

1. ELECTION OF OFFICERS

a) **Chairman**

b) **Vice-Chairman**

c) **Election of Members to Working Groups**

Allotment liaison, Lighting, Highways, Maintenance, School Liaison, Grass mowing, Hedges & Trees, Defibrillator, Face Book, Website, Playgrounds, Grants & Notice Boards, Footpaths Wardens, Bus Services, Finance, Planning

2. **APOLOGIES** for absence. Reasons to be stated.

3. **DECLARATIONS OF INTEREST** – Interest & nature of interest to be declared.

4. **MINUTES** of previous meeting to be agreed & signed.

5. REPORTS FROM COUNTY & DISTRICT COUNCILLORS

Cllr Ann Addison (Lead Member for Pattishall), Cllr K. Cooper, Cllr Adam Brown.

6. **MATTERS FOR REPORT** – New & arising from the previous Minutes.

- Allotments
- Street Lighting
- Highways
- Village Maintenance
- Grass Cutting
- School Liaison
- Playgrounds – Equipment & Site
- Defibrillator
- Face Book
- Hedges, Trees & Churchyard
- Grants & Notice Boards
- Around Pattishall
- Bus Services

7. **PARISHIONERS POINTS** – 15 minutes allocated.

8. **PARISH HALL & PLAYING FIELDS**

9. **CORRESPONDENCE** – Received & Sent

10. **PLANNING** – Applications received &/or determined.

11. **FINANCE** – Bank balances, Invoices to be paid, Audit matters, Adoption of 2022/23 accounts & Annual Return

12. **ADOPTION OF PARISH COUNCIL POLICIES** – **including:**

- Financial Regulations, Risk Analysis Policy & Internal Controls
- Standing Orders Responsible Financial Officer (Clerk)
- Internal Auditor (NCALC) External Auditor PKF Littlejohn
- Discrimination & Complaints policy Disability policy

13. **COUNCILLORS REPORTS** – to include working Group Reports

14. **DATE & TIME OF NEXT MEETING** – **Thursday, 8th June, 7.30 pm, Parish Hall**

Ann Addison, Clerk to the Council, 23rd April 2023