

Issued: 25th April 2023

To: All Cottingham Parish Councillors

From: Ms Rachel Raj, Clerk to Cottingham Parish Council

Dear Councillors

You are hereby summoned to an Annual Parish Council Meeting followed by a Parish Council Meeting of Cottingham Parish Council to be held in the Village Hall Annex, Berryfield Road, Cottingham, LE16 8XB on **Wednesday 3rd May 2023** at 7pm when the following business will be transacted.

AGENDA

- 23/731** Election of Chair 2023/24.
- 23/732** Declaration and signed acceptance of office.
- 23/733** Election of Vice Chair 2023/24.
- 23/734** Declaration and signed acceptance of office.
- 23/735** Receive and approve apologies for absence
- 23/736** Receive declarations of interest under the Councils Code of Conduct relating to business on the agenda. *(Members should disclose any pecuniary interest in the business to be discussed and are reminded that, unless a dispensation has been granted by the Chair, the disclosure of a Disclosable Pecuniary Interest will require that member withdraws from the meeting room during the transaction of that item of business).*
- 23/737** Confirmation of appointments to committees, working groups and portfolio/representative roles.
- 23/738** Receive annual reports from committees, working groups and portfolio/representative roles.
- 23/739** Receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 5th April 2023.
- 23/740** Note of matters arising from the above minutes not included on this agenda for report only.
- 23/741** Public participation *(Parishioners are invited to address the council. The duration of this session is at the discretion of the Chair, but will normally not exceed 15 minutes. Speakers should address their representations through the Chair of the meeting).*
- 23/742** Finance.
- a) To pass a resolution to approve payments to be made as per schedule circulated prior to the meeting.
 - b) Balances.
 - c) Income Received / Invoices Raised.
 - d) Comment on Internal Audit report and accept the report.
 - e) Resolution to approve and adoption of year-end accounts 31st March 2023.

- f) To accept Cottingham Parish Council is exempt from the external Audit process for 2022/23 due to income under £25,000.
 - g) Resolution to approve the completion to approve the completion of section 1 of the Annual Governance and Accountability Return 2022/2023.
 - h) Resolution to approve the completion to approve the completion of section 2 of the Annual Governance and Accountability Return 2022/2023.
 - i) Approve the advertised dates for the - Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. From Monday 26th June 2023 – Sunday 6th August.
- 23/742** Governance – Policies and other Governance Documents – scope & schedule of reviews.
- 23/744** Close and date of next meeting –
- Proposed Annual Parish Meeting Thursday 15th June 2022 at 7pm.
- Proposed June Parish Council Meeting Wednesday 7th June 2022 at 7pm.



Ms R Raj
Clerk to Cottingham Parish Council.