

Issued: 25th April 2024

To: All Cottingham Parish Councillors

From: Ms Rachel Faulkner, Clerk to Cottingham Parish Council

Dear Councillors

You are hereby summoned to an **Annual Parish Council Meeting** of Cottingham Parish Council to be held in the Village Hall Annex, Berryfield Road, Cottingham, LE16 8XB on **Wednesday 1st May 2024** at 7pm when the following business will be transacted.

AGENDA

- 24/900** Election of Chair 2024/25.
- 24/901** Declaration and signed acceptance of office.
- 24/902** Election of Vice Chair 2024/25.
- 24/903** Declaration and signed acceptance of office.
- 24/904** Receive and approve apologies for absence
- 24/905** 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).*
- 24/906** Confirmation of appointments to committees, working groups and portfolio/representative roles.
- 24/907** Receive reports from the Chair, the Responsible Finance Officer, committees, working groups and portfolio/representative roles regarding the 12 months May 2023 to April 2024.
- 24/908** Receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 3rd April 2024.
- 24/908** Note of matters arising from the above minutes not included on this agenda for report only.
- 24/909** 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).*
- 24/910** 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 completed Internal Audit and acceptance of report if it has been received.
 - e) Resolution to approve and adoption of year-end accounts 31st March 2024.

- f) Resolution to approve the completion of section 1 of the Annual Governance and Accountability Return 2023/2024.
- g) Resolution to approve the completion of section 2 of the Annual Governance and Accountability Return 2023/2024.
- h) Approve the advertised dates for the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. From Monday 24th June 2023 – Sunday 4th August.

24/911

Governance – Policies and other Governance Documents

- a) Accept and adopt the new Safeguarding Policy
- b) Accept and adopt the renewed Risk Assessment
- c) Agree to update and review the new model Financial Regulations (due end of April) for adoption in June meeting.

24/912

General Parish Council matters including but not limited to:

- a) Grants update
 - I. Rockingham Forest Vision - Bide Awhile project
 - II. Rural Community Capital Grant - War Memorial project
 - III. Rural Community Capital Grant - Corby Road Bank project
- b) Neighbourhood Plan review
- c) Tree felled on Berry Road

24/913

Correspondence to Council received by, and circulated by The Clerk

- a) Community Governance Review (CGR) – Response by 15th May
- b) NNC Planning Advisory Service Review 2024 – Response by 10th May
- c) Strategic Town and Planning Forum – 14th May 2pm Kettering

24/914

Close and date of next meeting –

Proposed June Parish Council Meeting Wednesday 5th June 2024 at 7pm



Mrs R Faulkner

Clerk to Cottingham Parish Council.