**SWANBOURNE PARISH COUNCIL**

**ANNUAL GENERAL MEETING OF PARISH COUNCIL**

Wednesday 8th May 2024 at **7.00pm**,

To be held in Swanbourne Village Hall

**AGENDA**

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| 1. | **Parish Council Update**1. To receive and approve apologies for absence.
2. To elect or ratify the role of Chair for the 24/25 year.
3. To ratify the co-option and advertising process for two new Councillors.
4. To discuss and agree Parish Councillor roles and responsibilities for 24/25.

  |  | 7.00 |
| 2. | **Annual return 1/4/23 to 31/3/24**1. To receive an update on the financial performance of 2023/24 (Appendix A, item 1)
2. To receive and note the comments of the Council’s internal auditor (To be tabled at meeting)
3. To approve the certificate of exemption (Chair to sign)
4. To complete and approve the annual governance statement (Chair and Clerk to sign).
5. To approve the annual accounting statement (Chair to sign)
6. To agree the notice date for exercise of public rights.
 | Chair and Clerk | 7.15 |
| 3. | **Public participation and local engagement** 1. To receive questions or comments relating to items on the agenda from members of the public present.
2. To receive updates/reports from local stakeholders.
 |  | 7.35 |
| 4. | **Declarations of interest**1. To receive any declarations of interest.
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| 5. | **Minutes**1. To approve theminutes of the Parish Council Meeting held on 20th March 2024.
2. To receive update on action points not on the agenda.
 | Chair | 7.50 |
|  | **Council matters** 1. To ratify dates for future meetings and Parish Assembly (Appendix A, item 2)
2. To note Parish Clerk vacancy and agree process for recruitment.
 |  | 8.00 |
|  | **Parish Assembly 22/5/24**1. To review and approve the agenda for the Parish Assembly meeting (Appendix B)
2. To agree level of advertising.
3. To agree logistics, format and catering for the event.
 | Chair | 8.05 |
| 9. | **Finance** 1. To ratify items of income and expenditure since the last meeting (Appendix A, item 3).
2. To review and ratify risk register as of May 2024 (Appendix C).
 | Clerk | 8.15 |
| 10. | **Planning applications**To receive for information update on planning applications received, and discuss those in progress (Appendix A, item 4) | Chair | 8.25 |
| 11. | **Publications**To receive for information publications and information circulated to Council since the last meeting.  | Clerk | 8.30 |
| 12. | **Road, parking and village issues**1. MVAS: To receive an update on data availability.
2. To receive further information regarding the Swanbourne Parish Council website.
3. To receive condition report on the track leading to the playing field.
4. 80th Anniversary WW2 history project
 | JPMKMK | 8.35 |
| 13.  | **Items for next agenda**To receive items for the next/future agenda. |  | 9.00 |
| 14. | **Next meeting**The next meeting tbc pending item 7.The parish Assembly will take place on 22nd May 2024  |  |  |
|  | **Close of meeting**. |  | 9.10 |

 Jo Tudor,

Clerk to Swanbourne Parish Council

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