

OSGODBY PARISH COUNCIL

You are hereby summoned to attend the Annual Meeting of the Parish Council, which will be held on **Monday 22nd May 2023** commencing at **7.30pm**. The business to be dealt with at the meeting is listed in the agenda.

There will be a 15-minute public forum between **7.30 & 7.45pm**, when members of the public can ask questions or make short statements, limited to 3 minutes per person. Questions raised may be addressed at future meetings. Once the forum is closed, the public are not permitted to make comments during the meeting, unless at the invitation of the Chair.

Sue Harvey – Clerk to the Parish Council

Tel 07428 219138

BUSINESS TO BE TRANSACTED.

1. Apologies for absence
2. Election of Chair
3. Election of Vice Chair
4. To confirm that all Post Election documentation has been completed, as required.
5. To receive declarations of interest in accordance with the 2011 Localism Act
6. Allocation and confirmation of Councillor roles as follows:
 - i. Management and collation of information for the Speed devices
 - ii. Review of Standing Orders
 - iii. Village Survey/Action plan
 - iv. Planning matters and maintenance within the Parish
 - v. Any other roles for allocation
7. To review resolve to agree the proposed dates for meetings 2023 - 2024.
8. Reports from District & County Councillors, Police and the Village Hall, if present
9. Minutes of the last meeting on 17th April 2023 to be approved
10. Finance report
 - i. To receive a report on the financial year 01.04.22 - 31.03.23 from the Responsible Financial Officer
 - ii. To review and resolve to accept the AGAR
 - iii. To receive a report on current financial matters
 - iv. Ratification of payment schedule - May 2023
11. Planning Matters
 - i. To review applications received and resolve to an agreed response
12. Correspondence - to note general correspondence
13. To discuss co-option of Councillors to current vacancies (x3)
14. Welcome the new Clerk/Responsible Finance Officer and agree handover
15. To confirm the date and Agenda items for the next meeting