

SHUTTINGTON PARISH COUNCIL

Annual Parish Council Meeting + Ordinary Parish Council Meeting **at Shuttington & Alvecote Parish Hall on Wednesday 17th May 2023 @ 6pm**

To All Members of the Council

11th May 2023

You are hereby summoned to attend the Annual Parish Council meeting @ 6pm, to be followed by an Ordinary Parish Council meeting of Shuttington Parish Council – to be held in the Pat Fletcher Room at Shuttington & Alvecote Parish Hall on **Wednesday 17th May 2023** for the purpose of transacting the following business.

Anita Allsopp
Clerk to Shuttington Parish Council

No.	ANNUAL PARISH COUNCIL MEETING	Duration of item
1.	Election of Chairman	1 minute
2.	Present/Apologies	1 minute
3.	To receive Chairman's Declaration of Acceptance of Office	1 minute
4.	To receive Councillors' Declarations of Acceptance of Office	1 minute
5.	Co-option for Alvecote vacancy	2 minutes
6.	Declaration of Additional Pecuniary & Non Pecuniary Interests	1 minute
7.	Request for Parish Hall Dispensation for Cllrs Frost & White	1 minute
8.	Election of Vice Chair	2 minutes
9.	Review Risk Management Strategy	5 minutes
10.	Review Financial Regulations	5 minutes
11.	Appoint a Responsible Financial Officer, confirm bank access and approve financial regulations.	5 minutes
12.	Approve Annual Governance Statement 2022/2023	5 minutes
13.	Approve internally audited Accounts 2022/2023	5 minutes
14.	To Agree Dates and Venue for Parish Council Meetings	
15.	Report on Assets & Liabilities	5 minutes
16.	Date of next Annual Meeting – May 2024	

No.	ORDINARY PARISH COUNCIL MEETING	Duration of item
1.	Present/Apologies	1 minute
2.	Declaration of Pecuniary & Non Pecuniary Interests	1 minute
3.	Police Report and Parking Concerns on Main Rd/New Rd junction	5 minutes
4.	Minutes of Annual Open Meeting & P C meeting held on 25.4.2023	2 minutes
5.	Matters Arising to include Pond Grid Update Alvecote Bus Shelter Play Area Picnic Benches Light, Milner Drive Church Lane Land & Steps Tamworth Have a Heart Advertising Clerk's Vacancy	20 minutes
6.	Parish Hall Sign & Parking	5 minutes
7.	Open Forum	
8.	Planning – No new planning applications to date Deed of Grant Update relating to land adjacent to Parish Hall	5 minutes
9.	Correspondence List	5 minutes
10.	Invoices	2 minutes
11.	Councillors' Items of urgency	5 minutes
12.	Date of next Parish Council meeting – Wednesday 14 th or 21st June @ 6pm	

All Invited to Attend both Meetings

Any queries please contact the Clerk: Mrs Anita Allsopp on 01827 830086