

**SHUTTINGTON PARISH COUNCIL**  
**ANNUAL MEETING – 25<sup>th</sup> May 2022**  
**FOLLOWED BY ORDINARY PARISH COUNCIL MEETING**

To All Members of the Council

19<sup>th</sup> May 2022

You are hereby summoned to attend the Annual Meeting of Shuttington Parish Council followed by an ordinary Parish Council meeting at Shuttington & Alvecote Parish Hall in the Pat Fletcher Room on **Wednesday 25<sup>th</sup> May 2022 at 6pm** for the purpose of transacting the following business.

Anita Allsopp  
Clerk to Shuttington Parish Council

No.	Items ANNUAL MEETING	
1.	Election of Chairman	
2.	Present/Apologies	
3.	Declaration of Additional Pecuniary & Non Pecuniary Interests	
4.	To receive Chairman's Declaration of Acceptance of Office	
5.	Election of Vice Chairman	
6.	To Agree Dates and Venue for Parish Council Meetings	
7.	Review Risk Management Strategy	
8.	To Appoint Responsible Financial Officer & confirm bank access	
9.	To Approve 2021/22 Annual Governance Statement	
10.	To Approve 2021/22 Accounts	
11.	To Report on Capital Assets & Liabilities	
12.	To Review Insurance	
13.	To Review Clerk's Contract & Salary	
14.	Date of next Annual Meeting – May 2023	

No.	Items PARISH COUNCIL MEETING	
1.	Present/ Apologies	
2.	Declaration of Pecuniary & Non Pecuniary Interests	
3.	Open Forum	
4.	Minutes of Parish Council Meeting held on 20.4.2022	
5.	Matters Arising	
6.	Any items requiring further discussion from Annual Open Meeting	
7.	Planning – No new Planning Applications to date	
8.	Correspondence	
9.	Invoices	
10.	Urgent Councillors' Items	
11.	Date of next Parish Council Meeting – 15 <sup>th</sup> June 2022 @ Shuttington & Alvecote Parish Hall in the Pat Fletcher Room	

**ALL WELCOME TO BOTH MEETINGS**

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