



Dear Councillor

You are hereby summoned, and members of the public and press are invited to attend the next meeting, to be held in the Village Hall on **Monday 20th May 2024.**

Annual Parish Council Meeting - 6.55pm for a 7.00pm start.

Michelle Law

Michelle Law
Clerk to the Council

14th May 2024

AGENDA

- 1 Apologies
- 2 Declarations of Interest
- 3 Election of Council Chair
- 4 Election of Council Vice Chair
- 5 Chair's Declaration of Acceptance of Office
- 6 Vice-Chair's Declaration of Acceptance of Office
- 7 Confirmation that Members Register of Interests are up to date
- 8 Minutes
 - a) Full Council Minutes 11th March 2024
 - b) Planning Committee 8th April 2024
 - c) Finance & Risk Committee 15th April 2024
- 9 Review of delegation arrangements
 - a) Proper Officer/Responsible Finance Officer
 - b) Staff Authorities
- 10 Chair's Comments
- 11 Updates from County / Borough Councillors
- 12 Regulations / Policies
 - a) Review and Adoption of Standing Orders
 - b) Review and Adoption of Financial Regulations
 - c) Code of Conduct
- 13 Review of Inventory of Land and Buildings
- 14 Matter's Arising from Full Council Meeting 11th March 2024
 - a) Land Registry Lease for Platt Lane
- 15 Agenda items not covered elsewhere
 - a) Keyworth Food Bank is closing
 - b) Enquiry for catering trailer
- 16 Finance
 - a) Schedule of payments and reimbursements
 - b) Accounting statements 2023/24
 - c) Confirm bank Standing Orders, Direct Debits and annual or regular payments
 - d) Audit
- 17 Correspondence if not covered elsewhere

COUNCIL MEMBERS – PLEASE REFER TO BRIEFING NOTES FOR BACKGROUND PAPERS