



The Cirl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.

Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

AGENDA FOR THE COFFINSWELL ANNUAL PARISH COUNCIL MEETING TUESDAY 21st MAY 2024 AT 7PM IN ST BARTHOLOMEW'S CHURCH

You are hereby summoned to attend the Annual Meeting of the Council, which is to be held at St Bartholomew's Church, Coffinswell on Tuesday 21st May 2024 at 7pm for the purpose of transacting the following business:

- 1. Election of Chair and signing of Declaration of Acceptance of Office.**
- 2. Election of Vice Chair and signing of Declaration of Acceptance of Office.**
- 3. The Chairman will open the meeting and receive apologies.**
- 4. To declare any interests arising at this meeting.**
- 5. Reports:**
 - 5.1** County Councillors' report.
 - 5.2** District Councillors' report.
 - 5.3** Police Advocate and Neighbourhood Watch reports and updates.
- 6. Approval to consider, amend as agreed by the Council and approve the minutes of the following meetings:**

Tuesday 19th March 2024,
Tuesday 16th April 2024 - Annual Parish Meeting.
- 7. Finance**
 - 7.1** To agree and approve the payments schedule.
 - 7.2** To agree and approve the bank reconciliations for March (year-end) and April 2024.
 - 7.3** To note the final quarterly budget update for the year 2023-24
 - 7.4** To review and approve the Insurance Renewal for the Parish Council (1st June 2024)
- 8. Audit 2023-24**
 - 8.1** To note the Internal Auditor's Report
 - 8.2** To approve and sign the Annual Governance Statement
 - 8.3** To approve and sign the Accounting Statement
 - 8.4** To agree the Fixed Assets List.
- 9. Funding & Grants:**
 - 9.1** To receive an update on grants received.
- 10. Footpaths & Highways:**
 - 10.1** To discuss and agree highway notices.
 - 10.2** To receive an update on any other highways issues.

11. To note any correspondence received

To include any other items that do not relate to planning or enforcement, plus any other standing orders that have been omitted on this agenda, that should be otherwise included.

12. Parish Matters:

12.1 To agree to approve the reviewed Internal Control Policy

12.2 To agree to approve the reviewed Financial Regulations Policy.

12.3 To agree to approve the reviewed Risk Management Policy & Risk Assessment.

12.4 To agree to approve the reviewed Privacy Policy

12.5 To note that all remaining council documents and policies are due to be reviewed.

13. Correspondence received by the Parish Clerk

14. Enforcement Issues:

15.1 To receive any updates on outstanding enforcement issues.

15. General Public Question Time:

A period of 5 minutes will be allowed for members of the public to ask questions or make comment on the work of Coffinswell Parish Council or on matters arising that affect the Council.

16. To note the date of the next meeting:

Tuesday 18th June 2024

Signed: *L Moorse*
Clerk to Coffinswell Parish Council

Dated: Monday, 13th May 2024