

SMITH'S WOOD PARISH COUNCIL



Mrs Karen Woods
Clerk to the Council

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9th May 2023

To: All Members

Dear Councillor

You are hereby summoned to the Annual Meeting of the Parish Council, which has been convened in Room 102 Elmwood Place, Burton's Way, on MONDAY 15TH MAY 2023 at 4.30 PM .

Please Note: Could all elected councillors arrive early to sign the Declaration of Acceptance of Office forms and complete their Disclosure of Pecuniary Interests forms.

Yours faithfully

K Woods

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BUSINESS TO BE TRANSACTED

1. CO-OPTION OF COUNCILLORS
To receive and accept/reject requests to be co-opted onto the Parish Council.
2. APOLOGIES
To receive and accept apologies.
3. ELECTION OF CHAIRMAN
To Elect the Chairman for 2023/2024.
4. ELECTION OF VICE CHAIRMAN
To Elect the Vice Chairman for 2023/2024.
5. ALTERATION TO STANDING ORDERS AND POLICIES
To discuss any alterations to the Standing Orders and Policies.

6. COMMITTEE STRUCTURE
To set out the Committee Structure for 2023/2024.
7. OTHER REPRESENTATIVES
To set out representatives on Outside Organisations.
8. MINUTES OF PREVIOUS FULL COUNCIL MEETING
To approve the Minutes of the previous meeting held on Monday 17th April 2023.
9. MATTERS ARISING
An opportunity for Councillors to ask questions regarding the Minutes of the Full Council meeting held on Monday 17th April 2023.
10. CORRESPONDENCE
To receive and discuss any correspondence received.
11. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
To receive the Minutes of the Finance and General Purposes Committee meeting held on Tuesday 2nd May 2023 and to adopt the recommendations contained therein.
12. ACCOUNTING STATEMENTS
 - 12.1 To receive and note the Annual Internal Audit Report.
 - 12.2 To approve The Annual Governance Statement.
 - 12.3 To approve The Accounting Statements.
13. SIGNING ACCOUNTING STATEMENTS
Chairman to sign the Annual Governance Statement and Accounting Statements.
14. EXERCISE OF PUBLIC RIGHTS
Chairman to set the commencement date for the Exercise of Public Rights.
15. DATES OF THE NEXT MEETINGS
To set the dates for the next Full Council, Committee and Sub-Committee meetings.
16. EXCLUSION OF PUBLIC AND PRESS
To exclude public and press in accordance with Schedule 12a of the Local Government Act 1972 from Agenda items deemed confidential.
17. PRIVATE SECTION OF MINUTES
To receive and approve the Private Section of the Minutes: Full Council and Finance and General Purposes Committee.