**2023 Annual Parish Council Meeting Draft Agenda**

1. **Those Present, in attendance and any apologies for absence** (Cllr Jennings absent)
2. **To Note Election Results & Confirmation of Councillors eligibility to participate (Clerk)**
3. **To note any Declarations of Interest in items scheduled for discussion**

Item 10.d.1 Cllrs Fletcher and Stanford

1. **Election of 2023-4 Parish Council Chair** *(Proposer & Seconder required)*
2. **Election of other 2023-24 Parish Council Officers and/or Portfolio Leads**
3. **Parish Council Vice Chair**
4. **Finance Lead (and 2 additional authorising Signatories)**
5. **Planning Lead**
6. **Environment Lead**
7. **Facilities and Amenities Lead (can be combined with Environment)**
8. **Consideration of the Independent Internal Auditor 2023-4 appointment**
9. **Minutes of the Annual Parish and Parish Council Meetings held on 13 March 2023**
10. **Matters Arising not covered elsewhere on the Agenda (Clerks Update)**
11. Coronation Celebration and Duck Race update (including financial elements)
12. Village Hall Roof (financial commitment delivered from Reserve March 2023)
13. Mowing Contract (2022 settled, 2023 & 2024 processes in place)
14. Zurich Insurance 2023-4 Schedule (3yr Long Term Agreement payment end of May)
15. Hall Lane Speed Restriction revision consultation & Oct/Nov 2023 Traffic Survey
16. 2022/3 Annual Risk Register and Assets Audit (Oct/Nov annually)
17. To note with thanks NCC Cllr Clarke’s support for Village Hall activities (BBQ)
18. **Local Representatives Report**
19. **Nottinghamshire County Council (Cllr Neil Clarke)**
20. **Rushcliffe Borough Council (Cllr Tina Combellack)**
21. **Notts Police**
22. **Finance** *(Draft AGAR Papers to follow)* **Responsible Financial Officer**
23. Overview of Financial Management, Online Accounts, approval processes and Balances
24. Clerk’s Reimbursement and Claim Forms process (including May Meeting Claim)
25. Consideration of the 2023-24 Internal Auditors Report (AGAR page 4)
26. Receipt and Consideration of RFO’s 2022-23 Accounting Statements Summary
27. Consideration of the 2022-23 Annual Governance Declaration (AGAR Section 1)
28. Consideration of the 2023-24 Accounting & Financial Declaration (AGAR Section 2)
29. Consideration of the 2023-24 Certificate of Exemption (AGAR Form 2, page 3)
30. Consideration of the 2023-24 Period for Public Inspection (5 June to 14 July 2023 tbc)
31. **Planning (Clerk & Planning Lead)**
32. Discussion format, e-considerations, Conservation Area & Neighbourhood Plan **(Clerk)**
33. Conservation Area Review; progress report on updating document & future process
34. Previous Planning Considerations

i) The Old Vicarage Detached Garage CBPC Neutral / Object

ii) Post Office Farm 1st Floor Rear Extension CBPC Support

iii) (Sunset) Cottage on Ch Gt Multiple Extensions CBPC Object

1. New Planning Considerations

i) Resubmission of Plans for Sunset Cottage Extensions (“Dual Council”)

1. **Environmental** **& Amenity** **(Clerk & Environment & Amenity Leads)**
2. Lengthsmans £960pa Grant Reserve-matched, Role and Appointment (2022-3 Grant)
3. Harby Lane Coronation Community Orchard Planting (4 apples, 2 pears, March 2023)
4. Village Hall Paddocks Usage Agreement and Wild-Flower Planting Schemes
5. Village Hall Prunus removal and Sensory Garden Planting Scheme
6. Important Trees Survey
7. **Councillor and Parishioner Urgent Item Considerations** (pre-notice ahead of meeting if possible)
8. **Provisional future meeting dates***: 17 July 18 September 27 November*

*(Reserve Date; Annual Audit and Finance June 1 if required).*