

TOSTOCK PARISH COUNCIL

**Notice of the ANNUAL PARISH COUNCIL MEETING to be held on
MONDAY, MAY 22nd 2023
in the Village Hall at 7.30pm**

Members of Tostock Parish Council are duly summoned to attend.

AGENDA

- 1) Election of Chairman and to note Chairman's signing of their Declaration of Acceptance of Office.
- 2) To appoint a Meeting Clerk to serve for the duration of the meeting and to present Minutes.
- 3) To note the Declarations of Acceptance of Office as signed by individual Members and to authorise, as necessary and appropriate, the signing of any pending Declarations at or before a subsequent meeting.
- 4) Apologies for Absence to be noted or accepted
- 5) To receive any Members' Declarations of Interest in subsequent Agenda items and to confirm the responsibility on Members to complete a Declaration of Interest for the Register.
- 6) Election of Vice-Chairman and other officers and representatives as appropriate:
 - a) Responsible Finance Officer
 - b) Representative to the Village Hall Committee
 - c) Representative to the Tostock Poor's Charity
 - d) Other volunteer posts as appropriate to possibly include Footpath Officer, Tree Officer.
- 7) To note that Standing orders are in place, to consider the possibility of a review, and to take action as appropriate.
- 8) To receive an update on the position regarding the Community Infrastructure Levy and to take action as appropriate.
- 9) Finance Report:
 - a) To consider the Internal Audit Report and to take action as appropriate.
 - b) To consider payments to be made
 - c) To consider the Accounts and to take action as appropriate.
 - d) To review the Bank mandate, statements and address for correspondence and to take action as appropriate.
- 10) Correspondence to the Meeting not related to an Agenda item.
- 11) To confirm the Minutes of the meeting held on 23rd January 2023 as a true record.
- 12) To take Reports from external bodies and others as appropriate.
- 13) To open the Meeting to Public comment or question addressed through the Chair for a maximum of 3 minutes per speaker in a session limited to a total of 30 minutes' duration.
- 14) To consider matters arising from previous meetings and from Public input for information, to be noted or for inclusion on a future agenda.
- 15) To discuss the appointment of a parish clerk and to take action as necessary and appropriate.
- 16) To confirm the dates of future meetings as 12th June, 24th July, 11th September.
- 17) Close

Cllr Andy Mellen – retiring Chairman. 16.05.2023

Attendees are reminded that the meeting may be recorded by audio or visual means and that the result may be published including on social media. Anyone not comfortable with being recorded should make this known to the Clerk or Chairman .

Members of the public are invited to attend but are respectfully asked not to contribute during the meeting unless invited by the Chairman through whom all comment or questions must be addressed.