

Cowley (& Birdlip) Parish Council

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9 May 2018

Councillors: J Lavington (Chair), E. McKay, L Workman, D.Metcalf. T Knox, P Vogel

Dear Councillors

You are summoned to the **Annual Meeting of the Parish Council** on **Wednesday 16th May 2018 at Deer Park Guide HQ Cowley at 7.30pm.**

AGENDA

1. Election of Chairman & Vice Chairman.
2. Signing of Declaration of Acceptance of Office (Chairman & Vice Chairman)
3. Declarations of Interest
4. To confirm the minutes of the last meeting and deal with Matters Arising not included as an agenda item.
- 5. ANNUAL REVIEWS:**
 - a) To adopt the **Standing Orders** for the year (see attached)
 - b) To adopt the **Financial Standing Orders** (see attached)
 - c) To adopt the **Code of Conduct** (see attached)
 - d) **Register of Members Interests** - notice of disclosure of pecuniary and other interests. Reminder that all previous Members of the Parish Council need to ensure information is up to date, and new members need to complete and return to CDC
 - e) To review the **risk assessment & asset register** for the Parish Council (attached)
- 6. Speeding Issues Cowley**
- 7. Emergency Plan**
- 8. Anti Social Behaviour**
- 9. Village Signs**
- 10. GDPR**
- 11. FINANCE:**
 - a) **GAPTC Independent Internal Audit** – receive update.
 - b) **Annual Accounts** –
 - i. To approve the 2017/18 Parish Council accounts
 - ii. To complete the Annual Governance Statement 2017/18
 - c) **To agree the Clerk's pay and issue cheques**
- 12. Bus Shelters & defibrillators:** To note that the 3 bus shelters, defibrillators & and kiosks have been inspected since the last meeting.
- 13. To take any questions from the public**
- 14. Date of next meeting**

Signed: *Elaine Lavington* (Clerk to the Council)