

# Cowley (& Birdlip) Parish Council

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8 May 2019

**Councillors:** J Lavington (Chair), E. McKay, D.Metcalf, P Ritchie, T Knox, P Vogel and L Dawson

Dear Councillors

You are summoned to the **Annual Meeting of the Parish Council** on **Wednesday 15<sup>th</sup> May 2019 at St Marys Birdlip 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 all members need to complete and return to CDC
  - e) To review the **risk assessment & asset register** for the Parish Council (attached)
6. **Parking Issues Cowley**
7. **Dog Waste Bins Cowley and Birdlip**
8. **A417 Update**
9. **Bus Shelters & defibrillators:** To note that the 3 bus shelters, defibrillators & and kiosks have been inspected since the last meeting.
10. **Noticeboards and Grass Verge Birdlip**
11. **Planning:**

**Ref 19/01317/FUL.** Churnside Estate Cowley Cheltenham Gloucestershire GL53 9NJ  
Erection of Ancillary accommodation.
12. **FINANCE:**
  - a) **GAPTC Independent Internal Audit** – receive update.
  - b) **Annual Accounts** –
    - i. To approve the 2018/19 Parish Council accounts
    - ii. To complete the Annual Governance Statement 2018/19
  - c) **To agree the Clerk's pay and issue cheques**
  - d) **Issue cheque for donation to Birdlip with Brimpsfield Churchyard maintenance**
  - e) **Issue cheque Zurich Insurance**
13. **To take any questions from the public**
14. **Items for the next agenda**
15. **Date of next meeting**

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