

Claybrooke Magna Parish Council



All Councillors are summoned to the **Annual Parish Council Meeting of Claybrooke Magna Parish Council on Thursday 23rd May 2024 at 7.00pm** at Claybrooke Village Hall

Agenda

1. **To elect a Chairman**
2. **To receive the Chairman's declaration of acceptance of office**
3. **To elect a Vice-Chairman**
4. **To receive the Vice- Chairman's declaration of acceptance of office**
5. **Members Present**
6. **To receive any apologies**
7. **To review and approve the Asset Register 2024/25**
8. **To review and approve the Code of Conduct/ Financial Regulations/ Standing Orders/Risk Assessment and other Policies for 2024/25**
9. **To review and approve the new Retention of Documents policy**
10. **To review the annual insurance Cover**
11. **To receive and note the Outside Bodies' Accounts and Reports from:**
 - Magna Park Liaison Group – verbal update
 - Village Hall Committee
 - Joint Burial Committee
 - Marc Smith charity
 - Alderman Newton charity
12. **To elect the Parish Council representatives to the following outside bodies:**
 - Marc Smith charity
 - Alderman Newton charity
 - Joint Burial Committee
 - Magna Park Liaison group
13. **To receive and note the dates for Council meetings and Annual Parish Council meeting for 2024/25**

Signed by Patricia Nunn- Parish Clerk/RFO 13.5.24