

Dear Councillor,

You are summoned to attend the following meeting of Charlton Parish Council.

Signed Eveline Attwood Parish Clerk Charlton Parish Council. on 07534336756 email to [clerk@charltonvillage.org.uk](mailto:clerk@charltonvillage.org.uk)

Eveline Attwood 13/05/2024



**Annual Council meeting of Charlton Parish Council**  
**Tuesday 21<sup>st</sup> May 2024 to be held in Foxcotte Room St Thomas Church Charlton**  
**At 8.30pm**

1	<b>Apologies of absence to be reported and approved.</b>
2	<b>Election of Chairman</b> 1) To elect a chairman for the year to the next Annual Parish Council meeting. 2) To receive the Chairman's Declaration of Acceptance of office.
3	<b>Election of Vice Chairman</b> 1) To elect a vice chairman for the year to the next Annual parish Council meeting.
4	<b>Election of Representatives, Planning, Finance,</b>
5	<b>To approve annual agreement of –</b> <ul style="list-style-type: none"><li>• Standing orders</li><li>• Financial regulations</li><li>• Risk management.</li><li>• Review of register of assets</li></ul>
6	<b>Cllrs to declare any interests in the items listed within this agenda</b>
7	<b>Cllrs to approve the minutes from the Parish Council Meeting held on 18th April 2023 as a correct record of proceedings</b>
8	<b>Public Participation:</b> <i>This item is limited to 15 minutes and only allows questions and comments in relation to business as itemised within this agenda.</i>
9	<b>Clerks Report – a report on matters being actioned by The Clerk</b>
10	<b>Reports from County &amp; Borough Councillors</b>
11	<b>11.1 Finance - Cllrs to approve the financial statement to 30<sup>th</sup> April 2024</b> <b>11.2 Cllrs to approve payments to be made in May 2024</b> <b>11.3 Cllrs to approve the end of year accounts 23/24</b> <b>11.4 Internal Auditors comments</b> <b>11.5 Conflict of interest BDO</b> <b>11.6 Cllrs to approve Section 1 of Annual Governance and Accountability Statement</b> <b>11.7 Cllrs to approve Section 2 of AGAR</b> <b>11.8 Notice of public rights of unaudited accounts</b>
12	<b>Planning - New applications/Update on recent applications</b>
19	<b>Close of Meeting</b> – The next meeting of the Parish Council will be on Tuesday 18th June at the Church Hall.

Contact the Council:

Parish Clerk: Heather Bourner

Email: [clerk@charltonvillage.org.uk](mailto:clerk@charltonvillage.org.uk)

Website: [www.charltonvillage.org.uk](http://www.charltonvillage.org.uk)