

**COWBIT PARISH COUNCIL**  
c/o 9 Monks Meadow, Crowland, Lincolnshire PE6 0LJ  
Tel: (01733) 210992 Email: clerk.cowbit@gmail.com

Dear Councillor

8<sup>th</sup> May 2024

You are hereby summoned to attend the Annual Meeting of Cowbit Parish Council, which will be held on Monday the 20<sup>th</sup> of May commencing at 7:30pm in Cowbit Village Hall, Barrier Bank, Cowbit.

**There will be a 15 minute public forum following the elections and co-option, when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.**

Signed: *Angela Harrison* Clerk to the Council

**AGENDA**

1. Election of Chairman and signing of the Declaration of Acceptance of Office.
2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office.
3. Co-option to the vacant seat.
4. Chairman's welcome and Public Forum.
5. To receive and approve apologies for absence.
6. To receive Declarations of Interest in accordance with the Localism Act 2011 and to consider any requests for dispensations.
7. Minutes of the March meetings to be approved and signed as a correct record.
8. Matters arising from the Minutes, (not covered on this agenda).
9. To review and resolve PC representation on the following Committees and outside bodies: -
  - a. Playing Field/Pavilion
  - b. SHPVCS (South Holland Private Voluntary Car Scheme)
  - c. Village Hall Committee
10. To review and resolve the following: -
  - a. Inventory of Council land and assets
  - b. Insurance Cover for 2024/25
  - c. Policies, Procedures and Documents
11. Police matters and to receive the online Police report.
  - a. To agree attendance of their Parish Council engagement session on the 2<sup>nd</sup> of July.
12. Highways matters and to receive the CSW report.
13. Financial matters.
  - a. To receive the financial report and approve outstanding payments
  - b. To receive the bank reconciliation.
  - c. To receive the Summary/budget report.
14. 2023/24 External Audit.
  - a. To approve and sign Section 1 – Annual Governance Statement
  - b. To approve and sign Section 2 – Accounting Statements

15. Planning matters.
16. Playing Field Usage.
  - a. Football
  - b. School summer fair 6th of July.
17. D-Day 80 year Anniversary 6<sup>th</sup> June 2024.
18. To receive reports from representatives on outside bodies.
  - a. To receive an update on Village Hall matters.
  - b. To receive an update on the Playing Field/Pavilion.
19. General correspondence for inspection at the meeting not included in the agenda.
  - a. Invitation to attend Meridian Action Group meeting 7pm 30<sup>th</sup> May at Gedney Hill Memorial Hall.
20. Items to be included on the next meeting's agenda.
21. To confirm the date of the next meeting, provisionally set as 15<sup>th</sup> July 2024.

*"In Committee"*

*The Public & Press to be excluded from the meeting in accordance with the provision of Section 1 (2) of the Public Bodies (admission to meetings Act 1960). The items to be discussed being of a confidential nature.*

22. Clerk's Annual Salary Review.