**Catfield Parish Council**

**To: Members of Catfield Parish Council**

You are duly summoned to attend the Annual Meeting of Catfield Parish Council to be held at 7.00pm on Wednesday 4th May 2022 at Catfield Village Hall

S Vergette

Sarah Vergette Date 25th April 2022

Clerk, Catfield Parish Council

[catfieldparishcouncil@gmail.com](mailto:catfieldparishcouncil@gmail.com)

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**Public Attendance**

Members of the public and press are welcome to attend. At item 4, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 10 minutes duration and will be followed by any County/District Councillors’ reports.

**AGENDA**

1. **Election of Chairman**

**Election of Vice-Chair**

1. **To approve the appointment of the new clerk**
2. **Apologies and approval of absences**
3. **Declarations of interests**
4. **To approve as accurate minutes of the previous meeting.**
5. **Public participation session (10 minutes)**
   1. Public
   2. Cllr Grove-Jones
   3. Cllr Price
   4. Cllr Taylor
6. **Matters Arising**

Report on actions from the previous meeting

1. **Continuity Between Meetings**
   1. To discuss continuity between meetings, procedures.
2. **Environmental Matters**
   1. To approve and adopt the Environmental Policy
   2. To discuss Co-operation between the Parish Council and Catfield Environmental Group
3. **Finance**

10.1 Approval of the Certificate of Exemption

10.2 To note the Internal Audit report

10.3 Approval of the Governance Statement of the Annual Return

* 1. Approval of the Accounting Statements of Annual Return
  2. To approve payments
  3. To review banking arrangements/signatures

1. **Policies** **To review and accept policies**
   1. Standing Orders
   2. Financial Regulations
   3. General Risk Assessment
   4. To review the asset register and insurance policy

**12. Correspondence**

12.1 Further email regarding Harry Cox

**13. Trees**

* 1. To discuss and approve a quotation for the tree works at the village hall

**14. Planning**

14.1 Planning updates

**15. Progress reports for information**

15.1 Village Hall

15.2 All Saints Church

15.3 Poors Trust

**16.** **Date of next meeting**

To confirm the date of the next meeting, scheduled for 1st June 2022.

**17. Any Other Business/Information**

No decisions can be under this item, for information purposes only.