

Cawston Parish Council

Councillors: R. Bishop, A. Henderson, D. Richards, S. Bestwick, P. Harrison, M. Blandford, G. Heaton, K. Boxall, S. Prime, G. Shaw.
<https://www.cawstonpc.org/parish-council>

I hereby give notice of the **Annual Meeting (203)** of **Cawston Parish Council**, which will be held on **Tuesday 21st May 2024**, commencing at **6.30pm** at the Community Hall, Scholars Drive, Cawston, Rugby, to which all Parish Councillors are summoned to attend.

Helen Stewart 1st May 2024

Summons	R. Bishop, A. Henderson, D. Richards, S. Bestwick, P. Harrison, M. Blandford, G. Heaton, K. Boxall, S. Prime, G. Shaw.
Invitation	Representatives of Rugby Borough Council, Warwickshire County Council, Warwickshire Police and the general public.

AGENDA

1. **Election of Chair.**
 - a. For members to elect the Chair of the Parish Council for the next 12 months.
 - b. The Chair will complete the Declaration of Acceptance of Office.
2. **Election of Vice-Chair**
For members to elect the Vice-Chair of the Parish Council for the next 12 months.
3. **Apologies:** To receive and accept apologies for absence.
4. **Minutes:** To consider the approval of the minutes of the annual Parish Council Meeting 196 held on 30th May 2023.
5. **Declarations:** councillors to confirm they have completed and signed the following documents and submitted them to the Clerk.
 - a. Disclosable Pecuniary Interests
 - b. Code of Conduct 2023
6. **Constitution Documents:** to review and approve the following documents
 - a. Standing Orders
 - b. Financial Regulations
 - c. Scheme of Delegation to the Proper Officer
 - d. Civility and Respect Pledge
7. **Working Groups and Committees:** to agree the scope, membership, and terms of reference of the following: -
 - a. HR Committee
 - b. Neighbourhood Plan Steering Group
 - c. Community Projects Working Group
8. **Annual Governance and Accountability Return 2023-24**
 - a. To receive the report of the Internal Auditor 2023-24
 - b. To agree the Annual Governance Statements for 2023-24
 - c. To approve the Annual Accounting Return for 2023-24
9. **Future Meeting Dates:** To agree the ordinary meeting dates for the forthcoming year.
10. **Chairman's Report:** Cllr Bishop to give a report on the activities and experiences of the Parish Council over the last 12 months.