

CAYTHORPE AND FRIESTON PARISH COUNCIL

Dear Councillor,

You are hereby summoned to attend:

**Caythorpe and Frieston Parish Annual Council Meeting
to be held on Wednesday 17th May 2023
commencing at 7.30pm in the Village Hall**

The Agenda for the meeting is to be found below.

There will be a short public forum before the council meeting proper which will begin at 7.15 pm. All councillors are requested to attend this forum. Should the forum last less than 15 minutes, the Parish Council Meeting will begin at that time.

Mrs Debbie Manderfield
Clerk to the Parish Council

AGENDA MEETING Number 1

- 1. Election of Chairman and Vice-Chairman**
- 2. Apologies for absence.**
- 3. Declaration of Interests** - To receive declarations of interests under the 2000 Local Government Act.
- 4. Approval of minutes of the Parish Council meeting number 6 held on 8th March 2023**
- 5. Parish Clerk's Report**
6. Election of Members of the Planning Committee (6)
7. Election of members of the Finance Committee (6)
8. Appointment of Portfolio Holders
 - a. Litter Picking and the Big Clean
 - b. Environmental Sustainability
 - c. Playing Field committee
 - d. Village Hall committee
 - e. News & Views
 - f. Footpaths
 - g. Public Transport
 - h. Highways
 - i. Emergency Plan
 - j. Dog Fouling
 - k. Shops, Businesses & Employment
 - l. Housing
 - m. Facebook Page
 - n. Volunteering and skill sharing
 - o. Community Heartbeat
 - p. Hospital Car Scheme

- q. LIVES
- r. Children and Child care
- s. Allotment committee
- t. Burial Ground
- u. Remembrance Day Parade

9. Financial Matters:

- a. Approval of the Parish Council Annual Internal Audit Report
- b. Approval of Annual Governance Statement (section 1) for 2021/22
- c. Approval of Accounting Statements (section 2) 2021/22
- d. To obtain acceptance of – CFPC Standing Orders
- e. To obtain acceptance of – CFPC Financial Regulations
- f. To obtain acceptance (signature) of – CFPC Disclosure of Personal Interests
- g. Authorisation of BACS/Cheque payments.
- h. End of Year Accounts and Audit Requirements – Submission of Public Rights
- i. Review of CFPC accounts. Bank rec & management accounts.
- j. Update from Finance committee Chair

10. Registers

- a. Risk Register Review and accept.
- b. Maintenance Register Review and accept.

11. Project Register update: -

- a. Items taken in order as they appear on the register.

12. New Proposals

- a. Addition of levelling the burial ground to the maintenance register
- b. Additional Financial Transaction Signatories – cllrs to sign banking form
- c. Co-Option

13. The Parish Environment:

- a. Planning
- b. Other Planning Issues
- c. New Street Names

14. Neighbourhood plan

- a. Update by Cllr Allen

15. Community Safety - Report on local crime and policing matters.

- a. There are no figures for March at the moment
- b. Please visit <https://www.police.uk/pu/your-area/lincolnshire-police/grantham-rural-north/?tab=CrimeMap> for activity in our area

16. Items of urgent business.

17. Arrangements for next meeting:

- 18. The next Parish Council Meeting Number 2 of 2023 will be held on Wednesday 12th July 2023 commencing at 7.30 p.m. in the village hall.