

TILSWORTH PARISH COUNCIL

Clerk to the Council
Tilsworth Parish Council
PO Box 6467
LEIGHTON BUZZARD
LU7 6HA

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Date: 09th May 2022

I hereby give **NOTICE** that the **ANNUAL MEETING** of Tilsworth Parish Council will be held on Monday 16th May 2022 at **7:30pm** at Church House Dunstable Rd Tilsworth for the purpose of transacting the following business.

AGENDA

1. To elect a Chairperson for the meeting
2. To elect a Chairman of the Council for the year ahead and receive Chairman's Declaration of Acceptance of Office
3. To elect a Vice Chairman for the year ahead and receive Vice Chairman's Declaration of Acceptance of Office
4. To receive and approve apologies for absence
5. To receive any declarations of interest from Members in respect of items on the agenda
6. To resolve the Minutes of the Meeting held on 11th April 2022 as a correct record
7. To resolve the Minutes of the Annual Parish Meeting held on 11th April 2022 as a correct record
8. **Public Participation for 5 minutes** for members of the public to address the council
9. To receive updates from the last meeting
10. To approve the following payments

J Martin	Clerks Salary and standard expenses May 2022	£374.70
HMRC	PAYE for May2022	£39.40
BHIB Insurance	Insurance policy for 2022/23	£466.33
Double Arches Landscapes	Final stage payment for work on Bury Rise field	£1000 inc VAT

11. To review and appoint Councillor areas of responsibility and representatives on other bodies

Allotments
The Hyde
Bury Rise Field
Community Hall Assn. Meetings and events
Community Hall Assn. Playing fields and equipment
Christmas Lights
Focus Group
Highways General
Highways -future Highways projects.

- Gateway Project
- Proposed Upper Green Parking Scheme

Newsletter
Noticeboard

12. To review and approve inventory of land and assets register
13. To review and confirm Insurance Cover and Fidelity Guarantee
14. To review and approve council's complaints procedure

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15. To review and approve council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
16. To review and approve council's policy for dealing with the press/media
17. To determine the dates, time and place of meetings of the council for the ensuing year
18. To review and approve risk assessment and management of parish council assets
19. To review banking arrangements and appoint three authorised bank signatories
20. To approve Standing Orders and Direct Debit payments
21. To appoint internal auditor and review effectiveness of the system of internal control
22. To Complete the Annual return for the year ending 31st March 2022 and approve the Annual Governance Statement (Section 1) and Statement of Accounts (Section 2)

23. **Public Participation** for public to gain clarification on any matters discussed above

24. Any other business