

LUXBOROUGH PARISH COUNCIL
NOTICE OF THE ORDINARY COUNCIL MEETING

Dear Councillors,

You are hereby summoned to attend the Annual Meeting of the **LUXBOROUGH PARISH COUNCIL** to be held on **WEDNESDAY 24 May 2023** at **LUXBOROUGH VILLAGE HALL** commencing at **7.30 pm** when the business set out below will be transacted. Please inform the Clerk if you are unable to attend.

Mary Andrews: Clerk to the Council



Date: 14 May 2023

Members of the public are cordially invited to join the meeting.

A G E N D A

1. To Elect the Chair. Nominations are invited for the office of Chair
2. To receive the Declaration of Acceptance of Office from the Chair
3. To elect the Vice Chair. Nominations are invited for the office of Vice-Chair.
4. To receive the Declaration of Acceptance of Office from the Chair
5. To Co-op new Parish Councillor by a vote to fill Casual Vacancy seat
6. Public Question Time
7. To receive apologies for absence and to resolve to permit Declarations of Acceptance of Office at a later date from absent Councillors
8. To receive declarations of interest.
9. To carry out annual review of Parish Council Code of Conduct to ensure it continues to be fit- for- purpose.
10. To approve the minutes of the previous meetings of 22 March 2023 and report on actions
11. Chairman's Report
12. To receive updates from LCN and County Councillors.
13. Planning: Pending matters
14. Highways: Any current Highway matters
15. Update from West Somerset Flood Group
16. Update from final Exmoor Panel Meeting
17. To discuss pros and cons of switching over to online banking for Parish finances
18. Update Councillors on legal requirements for retention of Parish Records
19. Finance: 1) Updated Q4 and 2022-23 Year End Accounts, internal audit report and AGAR return. 2) To approve the Schedule of Payments and note receipts. 3) Reimbursements to Dave Powell and Mary Andrews
20. Correspondence and Meetings: 1) Clerk's report on correspondence and meetings attended 2) Councillors' report on correspondence and meetings attended.
21. Date of Next Scheduled Meeting: Wednesday 26 July 2023 at 7.00 pm.