**Chittlehampton Parish Council**

**Clerk to the Council: Faye Davies** [**chittlehamptonclerk@gmail.com**](mailto:chittlehamptonclerk@gmail.com)

**To Members of Chittlehampton Parish Council:**

You are duly summoned/required to attend the Chittlehampton Annual Parish Council meeting to be held at 7:30pm on Wednesday 8th May 2024 at Chittlehampton Methodist School Rooms.

1. **Apologies**
2. **Declarations of Interest:**
3. **Minutes:**Last years Annual Parish Council Meeting held on 10th May 2023 (Attached)
4. **Chairs Annual Report: Cllr M Wheaton**
5. **Election of Parish Councillors**
6. **Signing of Declaration of Acceptance of Officer**
7. **Election Of Officers**a. Election of parish council Chair  
   b. Election of parish council Vice-Chairman
8. **Election of Planning Committee**a. Appointment of Planning Committee Members  
   b. Appointment of Planning Committee Chair  
   c. Appointment of Planning Committee Vice Chair
9. **Election of Playing Field Committee**  
   a. Appointment of Playing Field Committee Members  
   b. Appointment of Playing Field Committee Chair  
   c. Appointment of Playing Field Committee Vice- Chair
10. **Approval of Financial Regulations (Based on NALC 2019 Model)**
11. **Approval of Committee Terms of Reference & Standing Orders**Approval required for any amendments to the existing documents followed by the parish council.
12. **Approval Of the Asset Register and Internal Control Procedures.**a. Financial Regulations  
    b. Asset Register  
    c. Risk Assessments
13. **Update Of Year End Financial Statement Including AGAR.**

**The Parish Council Meeting Will Follow on From the Annual General Meeting**

Signed: Faye Davies