**Chittlehampton Parish Council**

**Clerk to the Council: Faye Davies** **chittlehamptonclerk@gmail.com**

**To Members of Chittlehampton Parish Council:**

You are duly summoned/required to attend an extraordinary meeting of Chittlehampton Parish Council to be held at 7:30pm on Wednesday 29th May 2024 at Chittlehampton Methodist School Rooms.

1. **Apologies:**
2. **Declarations of Interest:**
3. **Signing of Declaration of Acceptance of Office**Cllr Hoare was co-opted by unanimous approval, but was unable to attend in person on the 8th May 2024
4. **Minutes:**Approval of the last meeting minutes of the parish council on the 8th May 2024
5. **Clerks report:**
Reminder to councillors that bookings for training courses are to be booked by the Parish Clerk to prevent any conflicts of interest, and to make payments for the courses easier.
6. **Payments for approval:**a. NDDC Invoice for the emptying on the dog bins over 13 weeks from Jan-Mar 2024 £249.60 inc VAT
b. Gallaghers Insurance Proforma Invoice Received £1037.04
c. Curry's Ink Cartridges £28.99 (Parish Clerk)
7. **District Councillors report if any updates are available (Sue Whitehead)**
8. **Approval of Financial Regulations (Based on NALC 2024 Model)**Postponed from the last meeting 8th May 2024 due to a same day reissue by NALC.
9. **Approval of the Asset Register**
10. **Approval of the Risk Assessments**a. General Risk Assessment
b. Financial Risk Assessment
c. Playing Field Risk Assessment
11. **Approval of the Reserves Policy**
12. **Approval of the Internal Control Policy**
13. **Update of the yearend financial statement including AGAR**
14. **Planning Application 78643 Shilstone Farm, Chittlehampton.** Application for the erection of a roof over an existing silage pit used for animal forage.
15. **Date of the next meeting**
19th June 2024 Chittlehampton Methodist School Room

Signed: Faye Davies

**This meeting is open to the public and you are welcome to attend.**