

CHUTE FOREST PARISH COUNCIL

Dear Sir/Madam

I hereby give you notice that a meeting of the above-named Parish Council will be held in Chute Village Hall on **Thursday May 19th 2022 at 7.30pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated May 13th 2022

All members of the public are welcome



Signed: C J Lovell
Clerk and RFO

AGENDA

1. **Election of Chair** Clerk
2. **Election of Vice Chair** Chair
3. **Apologies**
4. **Declarations of Interest** All
Members are reminded that, in accordance with the Council's Code of Conduct, they must declare any personal and/or prejudicial interests and leave the meeting if appropriate
5. **Public Questions**
6. **County Councillors Report and Report from Wiltshire Police**
7. **To confirm the minutes of the meeting held on 10th March 2022 and to report on matters arising.**
8. **Co-option**
9. **Allocation of Roles and Responsibilities**
 - i. Footpaths
 - ii. Highways
 - iii. Village Hall
 - iv. King George Playing Field
10. **Correspondence - As received and if necessary, held at the clerk's office**
11. **Agree standing orders, financial regulations & code of conduct and review of asset register.**
12. **Finance:**

- i. Accept and Sign the Annual Governance Statement
- ii. Accept and Sign the Accountability Return 2021/22Part 2
- iii. Review risk assessment for 2021/2022
- iv. Appoint a Competent Internal Auditor for 2022/23
- v. Note Bank Balance @30th April 2022 - £9975.77
- vi. **Payments made**
 - Payment Clerks SalaryApril/May 2022 £430.32
 - Payment to HMRC £40.95
 - Payment for WALC subscription £74.32
- vii. **Payments received**
 - Wiltshire Council Precept £5250.00
 - CPC contribution to Village Design Guide Printing £21.00
- viii. **Payment to be made**
 - Insurance contribution to Chute Parish Council **£ £92.17**

13. To receive, consider and comment on Planning Applications as received from Wiltshire Council.

None received

14. Footpaths

15. Highways Report

16. Village Hall Report

17. Chute Village Design Guide

18. KGF Report

19. Business to be transacted at next meeting

20. Date next meeting 7th July 2022

Note: Annual Parish (Residents) Meeting to be held at Chute Village Hall, 24th May 2022 at 7.30pm