



## **Colnbrook with Poyle Parish Council**

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Chair of the Council  
Naveed Rana- 07824773015  
Ref: NR/CPPC/AGM2024

To: all councillors

Dear Councillor,

You are hereby given notice of, and summoned to attend, **the Annual General Meeting (AGM)** of the Full Parish Council to be held **at Colnbrook Village Hall on Tuesday 28<sup>th</sup> May 2024 commencing at 7.00 pm**, when it is proposed to transact the business specified in the following Agenda.

Yours sincerely,

Naveed Rana

Chair

Colnbrook with Poyle Parish Council

28<sup>th</sup> May 2024

### **Agenda**

**1. Chair's Welcome**

**2. Receive and Approve Apologies for Absence**

**3. Minutes: -**

To approve as a correct record the minutes of the Parish Council meeting held Tuesday 06<sup>th</sup> Jun 2023

**4. Awards and nominations 2023/24**

**5. Election of Chairman and acceptance of office**

**6. New Chair's Welcome**

**7. Election of Vice Chairman and acceptance of office**

**8. Public Session: Limited to 15 minutes**

**Neighbourhood Policing update.**

**9. Statutory Documents**

To consider and approve the following statutory documents:

- i.** Standing orders.
- ii.** Financial regulations.
- iii.** Code of Conduct.

**10. Chairmans allowance**

**11. To agree on the process and timetable for the appointment of a Clerk and RFO.**

**12. To appoint an Internal Auditor for 2023/24**

**13. Appointment of Members to following committees:**

- a) Services Committee
- b) Finance and Policy Committee

**14. To appoint Representatives on the under mentioned Bodies:**

- a. Colnbrook Village Hall Trust
- b. Berkshire Association of Local Councils/ HALC
- c. Local Focus Forum:
- d. SBC Audit & Corporate Governance Committee
- e. Colnbrook Residents Association
- f. Neighbourhood Action Group
- g. Flood Action Group
- h. Westfield Residents Association
- i. Conservation Area Sub-Committee

**15. Planning:** - To consider any new planning applications relating to the Parish of Colnbrook with Poyle.

**16. Finance & Policy**

- To ratify latest payment.
- To receive the final statement of account.

**17. Services Committee update:**

- a) Recreation Ground
- b) Green Flag award: members to receive an update
- c) Flower baskets:

**17. Chairman's Questions and Correspondence**

**18. To schedule dates and times of meetings for the year 2024/25**