

CROSBY RAVENSWORTH PARISH COUNCIL – WORKING FOR THE COMMUNITY

Clerk to the Council: Christian Barnes, West House, Tenter Row, Crosby Ravensworth, Penrith, Cumbria, CA10 3HY. t. 07584 251 448, e. crpc@vistaprojects.co.uk

All Members of Crosby Ravensworth Parish Council

Date Thursday, 19 May 2016

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting** of the above-named Council convened by the Chairman to be held on **Monday 23 May 2016 at Crosby Ravensworth Parish Archive at 7:30pm.**

The business to be transacted is:

AGENDA

1. Apologies for Absence
To receive apologies for absence.
2. Chairman
To elect a Chairman for the coming Year 2016/17.
3. Acceptance of Office (Chairman)
The Chairman to sign 'Declaration of Acceptance of Office'.
4. Vice Chairman
To discuss the position of Vice Chairman and if thought fit, to elect a Vice Chairman for the Year 2016/17.
5. Declarations of Pecuniary Interest
To receive any update of members completed Declarations of Pecuniary Interest.
6. Group dispensation.
To apply to the Clerk for a dispensation in order to set a precept in 2017.
7. Minutes
To authorise the chairman to sign the minutes of the Annual General Meeting held on the 26th May 2015 as a true record (Copy attached).
8. Outside Bodies
To confirm appointment representatives to outside bodies
 - ***Crosby Ravensworth Village Hall.***
 - ***Maulds Meaburn Village Institute***

9. Internal Audit
To receive the internal auditors report (attached).

10. Annual Accounts
To approve the annual accounts

11. External Audit
To authorise the completion of the Annual Return 'Section 1 Annual Governance Statement' to the External Auditor for the year 2015/16.

12. External Audit
To authorise the completion of the Annual Return 'Section 2 Accounting Statements' to the External Auditor for the year 2015/16

13. Internal Audit
To confirm the appointment of Caroline Dodgeon as internal auditor in 2016 2017.

14. RFO
To confirm the appointment of the Clerk as 'Responsible Financial Officer' for 2016-17.

15. Inspection of Bank Reconciliations
To appoint a councillor (other than the Chairman) to verify the bank reconciliation.

16. Clerk's Report
To receive a verbal report from the Clerk

17. Schedule of meetings in 2015-16
To approve a Schedule of Meetings in 2016-17.

J.C.B.

Christian Barnes - Clerk