

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: Monday, 15 May 2017

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Crosby Ravensworth Parish Council following the Annual Parish Meeting and an ordinary meeting on the **22 May 2017 at 7:30 pm in Crosby Ravensworth Village Hall.**

The business to be transacted is: **AGENDA**

- 1 **Apologies** *To receive apologies for absence.*
- 2 **Chairman** *To elect a Chairman for the coming Year 2017/18.*
- 3 **Acceptance of Office** *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 2017/18.*
- 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 2018.*
- 7 **Minutes** *To authorise the chairman to sign the minutes of the Annual General Meeting held on the 23rd May 2016 as a true record.*
- 8 **Outside Bodies** *To confirm the appointment of representatives to outside bodies*
 1. Crosby Ravensworth Village Hall.
 2. Maulds Meaburn Village Institute
- 9 **Internal Audit** *To receive the Internal Auditor's report.*
- 10 **Annual Accounts** *To approve all items of expenditure for publication, to approve the whole year bank reconciliation and the final year end budget monito.*
- 11 **External Audit** *To complete during the meeting the Annual Return 'Section 1 Annual Governance Statement' to the External Auditor for the year 2016/17.*
- 12 **External Audit** *To authorise the Chairman to sign the Annual Return 'Section 2 Annual Accounting Statements' to the External Auditor for the year 2016/17.*
- 13 **RFO** *To confirm the appointment of the Clerk as 'Responsible Financial Officer' for 2017-18.*

- 14 **Inspection of Bank Reconciliations** *To appoint a councillor (other than the Chairman) to verify the bank reconciliation.*
- 15 **Website** *To receive a brief introduction to the Parish Council's website.*
<http://crosbyravensworthparish.org.uk/>.
- 16 **Schedule of meetings in 2015-16** *To approve a Schedule of Meetings in 2016-17.*

J.S.B.

Christian Barnes, Clerk.