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**Date and time:** Tuesday 4<sup>th</sup> May at 6pm  
**Place:** Online

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Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held online on **Tuesday 4th May at 6pm**.

Join Zoom Meeting: <https://us02web.zoom.us/j/81127672863?pwd=d1JOY25sT1psYzBNSTgrQjZuTUkyZz09>

Dial In: 0203 481 5237

Meeting ID: 811 2767 2863

Passcode: 216264

*KJFinlayson*

Kerry Finlayson - Clerk to Coughton Parish Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

1. **ELECTION OF CHAIR**

2. **WELCOME & APOLOGIES**

3. **DECLARATIONS OF INTEREST**

4. **PUBLIC PARTICIPATION**

5. **APPROVAL OF MINUTES**

To approve the minutes of the meeting held on 29<sup>th</sup> March 2021

**DOCUMENT 1**

6. **ELECTION OF VICE CHAIR**

7. **AREAS OF RESPONSIBILITY**

To agree Parish Councillors areas of responsibility:

- Risk Assessments
- Planning
- Defibrillator
- Employment/HR
- Communications
- Trees
- Flooding
- Ford
- Community Group

8. **GOVERNANCE**

**EMAILED**

To agree the following:

- Financial Regulations
- Emergency Plan
- Freedom of Information
- Complaints
- Communications
- Grant Awarding
- Press & Media
- Code of Conduct

**9. FINANCIAL MATTERS**

- i. RFO Report
- ii. Regular Payments
- iii. Asset Register

**10. CC RICKHARDS**

**11. DC FORMAN**

**12. PREVIOUS ACTION POINTS**

- ❖ **AP1 Sep** LS - Gateways
- ❖ **AP3 Nov** RP - Parish Cross
- ❖ **AP1 Mar** KF - Removal of dustbin that was being filled with dog waste & rubbish

**13. VILLAGE REPORTS**

- i. Flood Group
- ii. Community Group
- iii. Ford
- iv. Coughton C of E Primary School

**14. COUNCILLOR'S REPORTS and ITEMS FOR FUTURE AGENDAS**

**15. DATE OF NEXT MEETING**

- o 19<sup>th</sup> July 2021 at 7pm

**16. TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC and PRESS**

**17. PERSONNEL and CONFIDENTIAL MATTERS**

- i. Clerk's Appraisal

**Kerry Finlayson**

**Parish Clerk**

[coughtonclerk@gmail.com](mailto:coughtonclerk@gmail.com)

[www.coughtonparishcouncil.co.uk](http://www.coughtonparishcouncil.co.uk)