

HIGH CONISCLIFFE PARISH COUNCIL

Email: clerk@highconiscliffeparishcouncil.org.uk

Dear Member of the Parish Council,
You are required to attend the Parish Council Annual General Meeting on **Wednesday 24th June at 18.30 hours in St Edwin's Church Hall.**

The agenda for this meeting has been set as below.

Yours faithfully

Anne Llewellyn

Parish Clerk

AGENDA

- Apologies for absence
- Election of chairman
- Election of vice chairman
- Co-option of members
- Review of bank account signatories
- Accounts for the year ending 31 March 2026

The agenda now follows that of an ordinary meeting:

1.	Attendance and Apologues	Chair
2.	Minutes of the last meeting held on 15.4.26	Chair
3.	Matters arising	Chair
4.		Chair
5.	Finance: a. Internal Audit and Annual Governance and Accountability Return b. Review of asset register c. Current balance	Clerk
6.	Review of policies	Chair
7.	Review of risk assessment	Chair
8.	Update on traffic control measures	Clerk
9.	Update on permanent Christmas tree survey and feedback	Chair and Clerk
10.	Bus shelter refurbishment	Councillors Branch and Simmonds
11.	Village benches	Clerk
12.	Update on meeting with Wellfield Trustees re maintenance budget	Chair
13.	Communications SWOT analysis and Strategy	Clerk
14.	Community Garden Quarterly update	Clerk

15.	Date and time of next meeting	Chair
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Members of the Public are invited to attend

Parishioners are requested to notify the Clerk by letter as soon as possible but no later than 24 hours prior to the meeting, of any matter for consideration