

LOCAL GOVERNMENT ACT 1972

PARISH OF CAPEL, BEARE GREEN AND COLDHARBOUR

NOTICE OF ANNUAL MEETING OF PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the ANNUAL MEETING OF CAPEL PARISH COUNCIL WILL BE HELD REMOTELY ON MONDAY 18 MAY 2020 AT 7.30PM.

MEMBERS OF THE PUBLIC WISHING TO JOIN THE MEETING SHOULD EMAIL THE CLERK ON THE ADDRESS BELOW AND AN INVITATION WILL BE FORWARDED.

PUBLIC QUESTIONS

TEN MINUTES WILL BE AVAILABLE DURING THE MEETING FOR MEMBERS OF THE PUBLIC TO EXPRESS A VIEW OR ASK A QUESTION RELEVANT TO MATTERS ON THE AGENDA.

AGENDA

- Election of Chairman: Signing of Acceptance of Office of Chairman
- Election of Vice Chairman
- Appointment of Parish Council Committees (i) Finance (ii) Planning
- Appointment of representatives to Committees
- Appointment of Internal Auditor
- Dates of Finance and Planning Committee meetings: 2021
- Dates of Full Council Meetings: January – December 2021

- 1 Apologies for Absence
- 2 To sign the minutes of the Full Council meeting held on 20 April 2020
- 3 To sign the minutes of the Planning meeting held on 4 May 2020
- 4 Declarations of Interest
- 5 Public Questions
- 6 Clerk's Report
- 7 Update on Parish Angels scheme
- 8 To review the Capital Projects spreadsheet and agree the next expenditure
- 9 To discuss the purchase and installation of Bat Boxes at Beare Green
- 10 To discuss the installation of the path around Capel recreation ground (estimate received)
- 11 **Reports from Members**
 - (a) Finance
 - (i) to agree, adopt and sign accounts to 18 May 2020
 - (ii) to agree, adopt and sign minutes of Finance Committee 11 May 2020
 - (b) Ward Matters
 - (i) Beare Green
 - (ii) Capel
 - (iii) Coldharbour
- 12 Correspondence
- 13 Urgent matters at discretion of Chairman for note or inclusion on a future agenda

The next Full meeting of the Parish Council will take place on Monday 15 June 2020.

The Planning Committee meets on Monday 1 June 2020.

Both meetings will be held remotely at 7:30 pm.

Yours sincerely

Mrs J Russell
Clerk to the Parish Council

13 May 2020

clerk@capelparishcouncil.org.uk