



*Here to enhance the quality of the Parishioners lives  
whilst delivering an efficient and proactive service.*

## Cassop cum Quarrington Parish Council

c/o Bowburn Community Centre  
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16 May 2024

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council which is to be held on **Wednesday 22 May 2024** in Bowburn Community Centre at the conclusion of the Annual Meeting of Electors.

Yours faithfully

Gillian Kelly (Parish Clerk)

1. **Election of Chair and Receipt of Declarations of Acceptance of Office**
2. **Election of Vice-Chair**
3. **Members' Apologies**
4. **Appointment of Committees**
5. **Appointment of Parish Council Delegates to the AGM of CDALC**
6. **Review of Standing Orders and Financial Regulations**
7. **Annual Accounts and Balance Sheet** (if available)
8. **Completion of Internal Audit 2023/2024 and Final Accounts** (if completed)
9. **Notice and Advertising of External Audit 2023/2024**
10. **Dates for Future Meetings**
11. **Minutes**  
Members are asked to agree the Minutes of the Monthly Meeting held on 17 April 2024 as a correct record.

12. **Details of New Planning Applications Received since the Previous Monthly Meeting**
13. **Clerk's Report**  
Report to follow.
14. **Local Youth Services**  
Members to receive an update on this matter.
15. **Local Footpaths and Rights of Way**  
Members to receive an update on this matter.
16. **Allotments, Garages and Cemetery**  
Members to receive an update on this matter.
17. **County Councillors' Monthly Reports**
18. **Details of Accounts Expenditure/Income** (see following page)
19. **Date and Time of Next Meeting**

The next monthly meeting of the Parish Council will take place on Wednesday 19 June 2023 at 6.30pm at Cassop Community Centre.