



You are hereby summoned to the Meeting of Catcliffe Parish Council to be held on

**Wednesday 8<sup>th</sup> May 2024**

**at the  
Catcliffe Memorial Hall Meeting Room, Old School Lane, Catcliffe S60 5SP  
At 6.30pm**

**Signed: Josie Huddleston - Clerk**

*JH*

**Dated: 01.05.2024**

### **AGENDA**

**Please note that there is a 10 minutes maximum time period to discuss each item.**

- 16.** To Elect a Chair and sign acceptance of office forms
- 17.** To Elect a Vice Chair and sign acceptance of office forms
- 18.** To receive apologies and approve reasons for absence
- 19.** To receive declarations of Interest.
- 20.** To consider exclusion of the press and public by virtue of Public (Admission to Meetings) act 1960 due to the confidential nature of the business to be discussed.
- 21.** Fifteen-minute public discussion period.
- 22.** To co-opt members onto the Parish Council
- 23.** To approve the minutes of the Parish Council meeting held on 10<sup>th</sup> April 2024.
- 24.** To note matters arising from the minutes, not on the agenda and approve any action to be taken.
- 25.** To receive a Ward Cllr update
- 26.** To discuss matters relating to the parish and assign ownership
  - a. Items raised by Cllrs
- 27.** Finance:
  - a. To approve the monthly budget monitoring, bank reconciliation and bank statements for April
  - b. To approve May payments
  - c. To receive the internal audit report and approve the AGAR forms
  - d. To consider and approve the Risk Assessment
- 28.** Committees:
  - a. To approve Memorial Hall Committee Terms of Reference and membership
  - b. To approve Staffing Committee Terms of Reference and membership

c. To consider if other committees are needed

**29.** To discuss ongoing matters and approve any actions to be taken

- a. Highfield View Play Area
- b. Lottery bid
- c. Summer Fayre
- d. Staff tasks

**30.** To discuss updates from any meetings attended by Council members and Clerk.

**31.** To discuss matters relating to the recreation ground and approve any action to be taken

- a. Pavilion refurbishment

**32.** Planning:

- a. To review and discuss new applications:
- b. To review planning determinations: RB2024/0287
- c. To discuss other planning matters: RB2024/0385

**33.** To note all correspondence received and approve any necessary action.

- a. Email re noise from traffic and air pollution levels

**34.** To approve items for the next agenda.

**35.** To approve the date of the next meeting.