



Annual Meeting of Edlesborough Parish Council

I hereby give notice that the Annual Meeting of the Edlesborough Parish Council will be held on Thursday 16th May 2024

The Annual Meeting will commence at 7:30pm in Edlesborough Pavilion.

The May Ordinary Meeting will commence immediately afterwards (at approximately 8:00pm).

Agenda prepared by Penny Pataky.

- **PRESENT/APOLOGIES.**
- **COUNCILLOR ATTENDANCE SINCE LAST ANNUAL MEETING**
- **TO ELECT A CHAIRPERSON.**
- **TO ELECT A VICE-CHAIRPERSON.**
- **AGREE THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 18TH MAY 2023.**
- **OPEN FORUM** – COUNCIL REQUESTS THAT QUESTIONS, ISSUES, AND SUGGESTIONS BE SUBMITTED IN WRITING TO THE CLERK BY THE TUESDAY PRECEDING THE MEETING.
- **APPOINTMENT OF REPRESENTATIVES AS IDENTIFIED BELOW.**

INFORMATION IN BLUE INDICATES CURRENT STATUS:

- **COUNCILLORS RESPONSIBLE FOR PLANNING ISSUES.** Mr Wilkinson, Mrs Owen, Mr Harpley.
- **REPRESENTATIVES RESPONSIBLE FOR ALLOTMENTS.**
 - EDLESBOROUGH, COW LANE Mrs Phrena Wilkinson.
 - EDLESBOROUGH, THE GREEN Mr Peter Thomas.
 - DAGNALL Mrs Val Pratt.
 - NORTHALL Mr Richard Dorrance.
- **COUNCILLORS & REPRESENTATIVES RESPONSIBLE FOR FOOTPATHS**
 - EDLESBOROUGH Mrs Hurst.
 - DAGNALL Mrs Owen.
 - NORTHALL Mr Cubbage.
- **TO APPOINT OFFICERS FOR THE FOLLOWING POSITIONS:**
 - EMPLOYEES WORKING PARTY Ms Booth, Mr Wilkinson, Mr Williams.
 - BANK MANDATE Mr Williams, Mr Wilkinson, Miss Pataky.
 - RESPONSIBLE FINANCE OFFICER Miss Pataky.
 - COUNCILLOR TO SUPPORT THE RESPONSIBLE FINANCE OFFICER Ms Ferguson.
- **PLAY EQUIPMENT WEEKLY INSPECTION**
 - EDLESBOROUGH Clerk, Miss Pataky.
 - DAGNALL Dagnall Village Hall Committee.
 - NORTHALL Northall Village Hall Committee.
- **ADDITIONAL KEY HOLDER** Mr Williams.
- **TO REVIEW AND CONFIRM FINANCIAL LIMITS FOR THE FOLLOWING:**
 - TENDERING WORK £5,000.
 - PARISH CLERK £500 for non-emergencies without prior approval of the Council.
 - PARISH CLERK £1000 for emergencies without prior approval of the Council.

Clerk: Miss Penny Pataky Office Hours: Monday – Friday 10am – 2pm (Excluding Wednesday)

Email: clerk@edlesborough-pc.gov.uk

01525 229358

Website: www.edlesborough-pc.gov.uk



Annual Meeting of Edlesborough Parish Council

- **EDLESBOROUGH PAVILION**

- PAVILION WORKING PARTY Mr Williams, Mr Wilkinson, Mr Nevard, Mr Cabbage.
- CLIENT'S REPRESENTATIVE Mr Holloway (appointed by the Pavilion Working Party).

- **EPC SMALL GRANTS SCHEME**

- SMALL GRANTS SCHEME WORKING PARTY Mr Harpley, Mrs Booth, Mrs Owen.

- **TO CONFIRM CONTINUATION OF VOLUNTARY PAYMENT FOR THE FOLLOWING ANNUAL SUBSCRIPTIONS:**

CPRE, The Chiltern Society, AVALC, BMKALC, SLCC, Community Impact Bucks, ICO, BightPay and BBOWT.

- **TO INSPECT AND DEEDS & THE ASSETS REGISTER IN THE CUSTODY OF THE COUNCIL**

(DEEDS NOW IN THE CUSTODY OF THE PARISH COUNCIL & THE ASSET REGISTER IS UPDATED AS NECESSARY)

- **ADOPT EPC RISK ASSESSMENT**

- **REVIEW CODE OF CONDUCT**

- **REVIEW STANDING ORDERS**

- **REVIEW FINANCIAL REGULATIONS**

- **ANNUAL REVIEW OF THE MEMORIAL HALL CAR PARK LICENCE**

TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES:

- **CHARITIES:**
 - Burghope Miss Pataky.
 - Townsland & Nurses Mr Williams.
- **LUTON AIRPORT ISSUES:** Contact Mr Wilkinson.
- **WING AND IVINGHOE COMMUNITY BOARD** Contact Mr. J. Wilkinson, Mr. A. Williams, Mrs Owen, Ms Booth, Miss Pataky
- **ST MARY'S CARNIVAL:** Contact Clerk, Miss Pataky.
- **ANY OTHER BUSINESS**