Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held via Zoom on **Monday 15th May 2023 starting at 19.15 hours.**

**Charmaine**

**Charmaine Swift**

Parish Clerk & Responsible Financial Officer

**AGENDA ITEMS DOC REF**

1. **ELECTIONS AND DECLARATION OF ACCEPTANCE OF OFFICE**

Election of Councillors, Chairman and Vice-Chair and Receive Declaration of 1  
Acceptance of Office**.**

1. **WELCOME and APOLOGIES**
2. **DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA**  2

Minutes of the previous AGM held on May 9th 2022 3

1. **MEMBER INFORMATION**
2. Councillors to review and update if necessary Financial Interests   
   in Register of Members’ Interests (agree a date for completion within 28 days)
3. Councillors to review and update, if necessary, their profiles and   
   contact details on Parish Council website [www.tysoe.org.uk](http://www.tysoe.org.uk) (agree a date   
   for completion within 28 days)
4. **ANNUAL AUDIT**

Audit Miletones to be presented at June meeting (Internal Audit May 23rd)

i) To agree the Asset Register 2023-24 4ci

1. **FINANCE**
2. To agree the final accounts for 2022-23 4di
3. To agree the Payment Authority for 2023-24  4dii
4. **TYSOE PARISH COUNCIL POLICIES**

To agree policies for 2023-24

1. Standing Orders  05a
2. Financial Regulations  05b

1. **FUTURE MEETING DATES AND VENUES**   
   To agree the dates for Council Meetings for the coming year and approve   
   the booking of the Main Hall at Tysoe Village Hall as the venue.

June 12th Ordinary

July 10th Ordinary

September 11th Ordinary

October 9th Ordinary

November 13th Ordinary

December 11th Ordinary (Draft Budget)

January 8th 2024 Ordinary (Budget & Precept sign off)

February 12th 2024 Ordinary

March 13th 2024 Ordinary

1. **COMMITTEES**
2. To agree Committee requirement for 2022-23.
3. Finance
4. Affordable Homes Committee
5. To agree any new Committees
6. **COUNCILLOR RESPONSIBILITIES**
7. To agree Councillor responsibilities for 2023-24
8. Committees

* Finance
* Social/Affordable Homes

1. Working Groups

* Employment/HR
* Financial Management
* Infrastructure & Environment
* Planning
* Playground
* Road Safety
* Trees
* Welfare

1. **DATE(S) OF NEXT MEETING**
2. June 1st Parish Assembly
3. 12th June 2023 Ordinary meeting
4. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

**\*\*\*MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND\*\*\***

Prior to attending the meeting, please take a moment to read our meeting [Welcome Notice](https://www.tysoe.org.uk/wp-content/uploads/Welcome-to-Members-of-the-Public-2020.pdf). Questions are welcomed up to 24 hours in advance of the meeting. **Email:** parish.clerk@tysoe.org.uk.