

**Annual Meeting of St Bees Parish Council
To be held in St Bees Village Hall on Monday 20 May 2024 at 6.30 pm**

AGENDA

Topic	Purpose	Process
1 Election of Chairman & Vice Chairman	Elect Chairman & Vice Chairman for 2024/25	Nominations to be sought
2. Apologies for absence	Receive & accept apologies for absence	
3. Chairman's opening remarks	Chairman to welcome councillors & members of the public	
4. Declarations of interest	Receive declarations of personal and prejudicial interests in agenda items	
5. Public Participation	Members of the public to raise matters relating to the agenda	Duration of this item to be determined by the Chairman
6. Minutes of last meeting	Approve minutes of meeting on 15 May 2024	Consider draft minutes attached
7. Cumberland Council Matters	Note progress with highways issues & other matters	Cllr Minshaw & Highways Area Network Manager to attend
8. Finance & Risk Management		
(a) Internal audit	Note internal audit report for 2023/24. Appoint auditor for 2024/25	Copy of report attached
(b) Asset Register	Receive & note asset register at 31/3/24	Copy attached
(c) Annual Governance Statement	Agree Annual Governance Statement 2023/24	Copy of Annual Governance Statement pro forma attached.
(d) Annual Accounting Statement	Approve Annual Accounting Statement 2023/24	Copy attached
(e) Insurance	Approve insurance arrangements for 2024/25	Report by Clerk
(f) Bank mandate	Agree signatories for 2024/25	Review existing mandate & agree any changes
(g) Financial report	Note report	Report by Clerk. April account summary attached. Breakdown of reserves carried over from 2023/24 also attached
(h) Donation Request	Consider request received from Girl Guides	Correspondence attached
(i) Payments	Approve payment of accounts	Approve invoices for payment
9. Appointment of committees/advisory groups and representatives to outside bodies	Agree committee membership for coming year. Appoint representatives to outside bodies.	List of current committee membership attached

10. Lead responsibilities	Agree lead responsibilities for 2024/25	List of current responsibilities attached
11. Village Hall	Agree contribution to legal costs of sub-lease	Copy of correspondence attached
12. Allotments	Approve arrangements for letting of vacant plot & work required.	Report by Clerk/Cllr Bettinson
13. Climate Change Working Group	Receive report	Report by Cllr Linton
14. Planning		
(a) New applications- as schedule attached	Agree response to recent applications & note comments submitted under delegated authority	Report by Planning Advisory Group/Clerk
(b) Other Planning Matters	Note position with ongoing applications & other planning matters	Report by Clerk/Cllr Taylor
(c) Applications approved/refused	Note decisions made by Cumberland Council	Report by Clerk
15. Project reports		
(a) Beach & Play Area	Receive progress report	Report by Clerk/Cllr Linton
(b) Office Improvements	Receive progress report	Report by Cllr Hale
(c) Upgrading of Outrigg Play Area	Receive progress report	Report by Cllr Kaldos
(d) Station car park ext/transport hub	Receive progress report	Report by Cllr Taylor
(e) Valley Link Cycle Track	Receive progress report	Report by Cllr Taylor
(f) Priory Paddock	Receive progress report	Report by Cllr Bettinson
(g) Interpretation boards	Receive progress report	Report by Clerk
16. Footpaths	Receive progress report	Report by Cllr Hale
17. Reports from representatives to outside bodies	Receive report on any meetings attended	Report by Cllrs
18. Clerk's report	Note progress with on-going matters.	Report by Clerk attached
19. Correspondence	Awareness and agreement of any actions required	List of correspondence attached
20. Items for information	Note items for information or for inclusion in future agendas	Councillors to report items for information
21. Meeting calendar	Agree dates of meetings for the coming year	Draft calendar attached

Members of the public are welcome to attend the meeting.

Jane Donaldson, Clerk to St Bees Parish Council

14 May 2024