

**COLD ASHTON PARISH COUNCIL**  
**ANNUAL PARISH MEETING 17th May 2021**

Dear Sir/Madam,

I HEREBY GIVE YOU NOTICE that the Annual General Meeting of the above named Parish Council will be held at COLD ASHTON PARISH HALL on Monday the 17th day of MAY next at 8.00PM.

All members of the Council are hereby summoned to attend for the purposes of considering and resolving upon the business to be transacted at the Meeting as set out there under.

Signed: Brian Lovell **CLERK/RFO**

**BUSINESS TO BE DONE**

1. Election of Chairman.
2. Election of Vice Chairman.
3. Election of Parish Hall representative.
4. Apologies.
5. Read and approve minutes of Annual Parish Meeting 11<sup>TH</sup> May 2020. (Meeting cancelled-Covid)
6. Matters arising.
7. Chairman's report.
8. Clerks Report
  - a) Bank balances – Current a/c – £6581.04. Deposit a/c £2769.00.
  - b) Approve and sign 2020-2021 audited annual accounts.
  - c) Sign 'Certificate of Exemption' - AGAR 2020/21. To be sent to the external auditor PKF Littlejohn with 'Exercise of Public Rights' form and contacts details.
  - d) RS & BL to sign (1) internally audited 'Annual Governance and Accountability Return'.  
(2) Receipts and Payments. (3) Supporting Statement Disclosure Requirements document.  
All for year ended 31-03-2021.
- Items for payment
  - a) ALCA annual subscription - £65.83.
  - b) Cold Ashton Parish Hall annual subscription - £200.00
  - c) Cold Ashton Parish Council insurance renewal. - Came & Company - £358.20
9. A.O.B.
10. Close Meeting