**DRYBROOK PARISH COUNCIL**

I hereby give notice that the Meeting of Annual Drybrook Parish Council will be held at **The School Room, Holy Trinity Church, Drybrook on** **Tuesday 21th May 2024 at 7.00pm**

**Members of the Council** are hereby summoned to attend for the purpose of transacting the business as set out below.

**All residents** of the Parish are welcome to attend, and a short period of time is set aside for members of the public to raise questions. **Please note the Planning Committee meet at 6.30pm**

C A Matthews

Charlotte Matthews

Clerk (Locum) 16th May 2024

SAFETY EVACUATION ANNOUNCEMENT

1. To elect a Chairman.

1. To note apologies for absence.
2. To receive any issues from members of the public (15 Minutes)

*Please note the Clerk will only minute the public’s comments during this agenda item.*

1. To receive County and District Councillor reports
2. To receive any Declaration of Interests
3. To receive requests for Dispensations
4. To approve the minutes of the meeting of Drybrook Parish Council held on 16h April 2024
5. To elect a Vice- Chairman
6. To elect any members to outside bodies
7. To adopt the Councils code of Conduct
8. To resolve to set up a Drybrook Parish Council Finance Committee
9. To adopt the financial Regulations (2024 Adoption)
10. To adopt Standing Orders
11. To adopt the asset register. This will be a working document and will be updated throughout the year.
12. To adopt the following documents
13. List of bank signatories
14. Grant policy 2024
15. Reserve and earmarked reserve policy
16. To note the minutes of the Parks and Recreation Committee
17. To receive an update on planning matters, including the latest planning decisions from the Forest of Dean District Council for Drybrook Parish
18. To approve the advertisement and job specification for the Clerk/RFO
19. To review the following grant applications
20. Grant application from Sara
21. Grant application from Ruardean Hill Recreation
22. To receive Councillor action updates
23. To receive Councillor reports
24. To receive a report from the Clerk (for information only)

18) To receive the accounts/finance reports

1. To approve the payment schedule
2. To approve the petty cash figures
3. To receive the Bank Reconciliation
4. To confirm that the monthly financial check has been carried out.
5. To agree the AGAR 2024, Part 1
6. To agree the AGAR 2024, Part 2
7. To note the notice of publication dates
8. To agree list of standing orders and direct debits

**Date of next Full Council Meeting: 16th June 2024**