

**COOKHAM PARISH COUNCIL**  
**Council Offices, High Road, Cookham Rise, SL6 9JF**

Cllrs L. Austin, C. Aisladie, M. Brar, E. Bune, T. Caen, J. Edwards, M. Howard, M-L. Kellaway, R. Kellaway, M. Kent, J. Moore, B. Perry, H. Pleming, A-L. Regan and L. Tull.

You are hereby summoned to attend the **ANNUAL MEETING** of **Cookham Parish Council** to be held in the Community Room on **Tuesday 16<sup>th</sup> May 2023 commencing at 7.30pm.**

**OPEN FORUM**

Members of the public will be invited to speak on Council matters for approximately 15 minutes before the meeting begins.

Dated 10<sup>th</sup> May 2023

**J Gavin**  
Clerk to the Council

**A G E N D A**

1. Election of Chairman
2. Apologies for Absence
3. Declarations of Interest
4. Election of Vice Chairman
5. To acknowledge that the Declaration of Office has been signed by all Councillors or to pass a resolution allowing it to be signed at a later date.
6. Minutes from the Full Council Meeting held 4th April 2023 to be approved.
7. COMMITTEE REPORTS – Minutes to be approved from the following meetings:
  - i. Staffing Committee – 18<sup>th</sup> April 2023
  - ii. General Purpose Committee – 18<sup>th</sup> April 2023
  - iii. Planning Committee – 2<sup>nd</sup> May 2023
8. Finance:
  - i. To approve payments / receipts in April 2023 \*
  - ii. To agree and approve the Appointment of Bank Signatories for the Council.
9. Review and approve the Committee Structure and Terms of Reference. \*
10. Appointment of Councillors to Committees and Working Party's. \*
11. Appointment of representatives on outside bodies. \*
12. Review and approve the adoption of Standing Orders. \*
13. Review and approve the adoption of Financial Regulations. \*
14. Review and approve the adoption of The Code of Conduct for Councillors. \*
15. Approval of Schedule of Meeting for 2023-24 \*
16. Review of Community Projects List. \*
17. To Review and approve the adoption of Policies:
  - i. Press and Media Policy \*
  - ii. Social Media Policy \*
  - iii. Complaints Policy\*

18. To confirm the Insurance cover for 2023/24 with Zurich Insurance, under a Long-Term Agreement until June 2025. \*
19. To receive a report from Cllr B. Perry regarding the Neighbourhood Plan Working Party. \*
20. To consider making a retrospective donation, of a maximum of £1000, to the organisers of the Coronation Event on the Moor on 7<sup>th</sup> May 2023. \*
21. Outside Bodies, Borough Cllr and Clerk's reports – reports must be submitted please no less than 24 hours before mtg.
22. To review the Full Council Action List \*
23. Chairman's Submissions.

\* See additional information.