



# Puttenham Parish Council

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12 May 2024

## **Annual Meeting of the Parish Council**

You are hereby summoned to attend the Annual Meeting of the Parish Council of Puttenham, to be held at Marwick Hall, School Lane, Puttenham GU3 1AS on **Monday 19 May 2024 at 7.30pm**

Yours faithfully

**Beverley Weddell**  
Clerk to the Council

## **AGENDA**

1. To receive apologies for absence
2. Election of the Chair of the Parish Council for the ensuing year
3. Election of the Vice Chair of the Parish Council for the ensuing year
4. Representations from members of the public
5. To receive members' declarations of interest pertaining to agenda items
6. To receive for confirmation Minutes of meeting held on 10 March
7. Chair's report
8. To agree Areas of Members' Responsibilities for the ensuing year
9. Recreation Ground and Play Areas – to consider matters arising from the report
10. Health & Safety – Members to report
11. Highways and public rights of way – update, items not covered under County Councillor's report
12. Puttenham Down – Cllr Mitchell to update
13. Community Transport Hub – Chairman to report any update
14. Cemetery – Cllr Mitchell to report any update
15. Adoption of the accounts and balance sheet for the year ended 31.3.2025
  - a) Approval of the Annual Governance Statement
  - b) Approval of the Accounting Statements for 2024/25
  - c) To consider the Internal Auditor's report and any recommended actions
16. Planning
  - a) To consider any new planning applications
  - b) To note and approve any observations submitted on planning applications received since the last meeting
  - c) Any other matters relating to planning
17. To receive items of business for information or inclusion on a future agenda
18. Next meeting