|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |
|  | |  |  | |  |

Sir/Madam

**SUMMONS TO ATTEND THE MEETING OF**

**CASTLE DONINGTON PARISH COUNCIL**

Time/Date: ***7.00 p.m.*** ***on Thursday 16 May 2024***

Location: **The Community Hub, 101 Bondgate,**

**Castle Donington**



Clerk to the Council

## Public Participation

Members of the public may make representation or ask a question in respect of any matter on the agenda or of public interest or concern. It will be answered by the Chairman, or a written reply will be sent to the questioner should further information be required. There will be no discussion.

AGENDA

## To elect a Chairman for the year and to sign the declaration of office

## Apologies for absence to be received and accepted by the Parish Council

## Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda

## To elect a Vice-Chairman for the year and to sign the declaration of office

## Appointment of members to existing Committees (Planning, Amenities and Recreation)

## To elect Committee Chairman for the year and to sign the declaration of office

## To elect Committee Vice-Chairman for the year and to sign the declaration of office

## Appointment of councillors, or council representatives with special responsibilities

1. Staffing matters.
2. Facilities matters.
3. Highway matters including bus services.
4. Environmental matters including footpath and tree wardens.
5. Flood warden (as part of Leicester, Leicestershire & Rutland Prepared)
6. School liaison.

## Review of representation on or work with external bodies and arrangements for reporting back to the Parish Council

1. Leicestershire and Rutland Association of local Councils (LRALC)
2. Twinning Association
3. Volunteer Centre
4. Royal British Legion (Castle Donington branch)
5. Castle Donington Community library trustee (up to 6)
6. Donington Park Liaison Committee
7. Museum Trust
8. Castle Donington Bowls Club
9. SEGRO Logistics Park East Midlands Gateway

j) Parish Liaison Committee at NWLDC

k) Patient Participation Group (PPG) at the surgery

l) Love Castle Donington events committee

## To determine the time and place of ordinary meetings of the Parish Council up to and including the next annual meeting

## Audit – Annual review of key council policies, assets and procedures

1. Standing Orders.
2. Financial Regulations.
3. Freedom of Information.
4. Data protection.
5. Press/media.
6. Employment policies and procedures.

## Diary Notes:

Full Council – 30 May 2024