

Carlton Parish Council

Please address all correspondence to
C J Peat, Parish Clerk

7 Main Street
Carlton
Nuneaton
Warks, CV13 0BZ
Tel: 01455-290934

Our ref:

Your ref:

Date: 3.5.2016

Dear

I hereby summon you to the Annual Meeting of Carlton Parish Council, to be held immediately after the Annual Parish Meeting on Wednesday 11th May 2016 at 1930hrs in Saint Andrew's Church, Main Street, Carlton.

1. To elect a Chairman and Vice-Chairman
2. To receive Declarations of Acceptance of Office
3. Administrative matters
 - a) To consider any apologies for absence from Councillors
 - b) To receive any declarations of interests (including disclosable pecuniary interests) and requests for dispensations in respect of items on the agenda
4. To confirm the minutes of the meeting of 13th April 2016
5. To receive reports, questions and comments from the following
 - a) Parish Councillors
 - b) Leicestershire County Council: Cllr I D Ould
 - c) Hinckley & Bosworth Borough Council: Cllr M Cook
 - d) Parish Clerk
 - e) Members of the public
6. To receive and consider annual reports from parish representatives and organisations
 - a) Carlton Charity Lands: Mr I Sarson
 - b) Carlton Footpath Group: Mr J Piggon
 - c) Carlton Gardening Group: Mr F Onesti
 - d) Carlton Heritage Warden: Mr C J Peat
 - e) Carlton Parish Council website: Clerk
 - f) Carlton Youth Champions: Ms R Yule
 - g) Keep Carlton Tidy Group: Mrs I M Peat
 - h) Northfields Liaison Group: Cllr I Sarson
7. To consider Report 2016-11: Green Space Strategy
8. Planning matters
 - a) To consider planning applications submitted
 - b) To note comments submitted under delegated powers
 - c) To note planning applications determined
9. To review the Toddlers Play Area Management Policy

10. To consider the Internal Auditor's report for 2015-16
11. To consider Report 2016-12: Summary statements of earmarked finds and s137 expenditure for the financial year ending 31st March 2016
12. To consider Report 2016-13: asset register
13. To consider Report 2016-14: inventories of property and documents
14. To consider Report 2016-15: condition of Parish Council property
15. To consider Report 2016-16: annual report on memorials in the churchyard and cemetery
16. To consider the draft Annual Report for 2015-16
17. To confirm the date, time and place of the next meeting
Scheduled for Wednesday 8th June 2016 in Saint Andrew's Church, Main Street, Carlton at 1930 hrs.

Yours faithfully,

C J Peat