**Kelbrook and Sough Parish Council**

 Acting Chair: S.Ashley

 Clerk:

Email: seashley99@gmail.com

Website: www.kelbrookandsoughparishcouncil.uk

**Annual General meeting of Kelbrook and Sough Parish Council to be held on Tuesday 16 May 2023 from 7.00pm in the Annex, Kelbrook and Sough Village Hall.**

**(Members of the public are welcome to attend)**

**Please be aware this meeting will be filmed and live streamed on behalf of the Parish Council and this will be available to all on the Parish Council Facebook page and can be shared from there.**

You are summoned to attend a meeting of the Parish Council, on the above date and time. If you are unable to attend, it is important that your apologies and reason is passed to the Chair prior to the meeting.

**Annual General meeting of the Parish Council**

1. Welcome to all by the Acting Chair
2. Elections of officers
3. Chairperson
4. Vice-Chairperson
5. Acting Clerk
6. Acting RFO
7. Representatives on external bodies

West Craven Area Committee

Pendleside Countryside Access Forum

1. Attendance, Apologies and Non-Attendance
2. Declarations of Interest - Members are reminded of the legal requirements concerning the declaration of interests:

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, it is suggested that a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.

1. Minutes of the previous meeting.
2. Clerk – To discuss the potential of a locum Clerk and arrangements to appoint a new Clerk and RFO.
3. Diary of meeting dates for the remainder of 2023.
4. Arrangements for transfer of all documentation, financial information, assets, passwords etc and to share relevant information with all the current Parish Councillors.
5. Website updates?