Cotleigh Parish Council

Clerk to the Council: Sam Holland Evans Pendennis Cottage, Parsonage street, Bradninch, EX5 4NW
Telephone 07535352206 Email cotleighclerk@yahoo.co.uk

The Annual Meeting of Cotleigh Parish Council is to be held at 7.30pm on Wednesday 21st May 2025 at the Village Hall, Cotleigh.

The order of business may be changed by a decision of the Council and by resolution without notice.

1. Election of Chairman
2. Declaration of Acceptance of Office
3. Election of Vice Chairman
4. Apologies
5. Declarations of Interest on Agenda Items
6. Agreeing Minutes of the meeting on 12th March 2025

Public Participation

7. Business remaining from previous meetings:
    - Cotleigh signs
    - Storage of records and deeds
8. Matters raised by the Chairman
9. Councillors' Reports
10. District and County Councillors' Reports
11. Community Police Officer's Report
12. Clerk's Report
13. Audit 2024/25
    - Certificate of Exemption
    - Review Annual Internal Report 2024/25
    - Approve Annual Governance Statement 2024/25
    - Review and approve Accounting Statements 2024/25
14. Finance Report & Accounts Paid: £12,287.64
    Clerks Laptop (John Lewis) £499.00
    Microsoft Office (Microsoft Store) £84.99
    Web hosting renewal (123 Reg) £100.66
    Refreshments for Annual Parish Meeting £22.34
    Insurance renewal £122.72
    DALC membership £115.50
    DALC training course £72.00
    Village Hall hire for 2024 £75.00
15. Highways
16. Footpaths
17. Website
18. Correspondence

Dates of future meetings:

Wednesday 23rd July
Wednesday 17th September
Wednesday 12th November
Wednesday 14th January
Wednesday 11th March

Sam Holland Evans, Clerk to Cotleigh Parish Council 14th May 2025