

# Cottingham Parish Council



To Members of Cottingham Parish Council

8th May 2025

Dear Councillor,

## **Annual Meeting of the Council**

I hereby summon you to attend the Annual Meeting of the Council, which will be held at the Parish Council Office, 9 The Cottages, Cottingham at **7pm on Thursday 15th May 2025**. Meetings are open to members of the public and can be joined remotely via Microsoft teams using Meeting ID: 351 061 635 740  
Passcode: dZKsaf

*J Price*

Jane Price, Clerk to Cottingham Parish Council

All mobile phones and other electronic devices should be switched to mute and only used to facilitate this meeting. The public are welcome to attend but are only permitted to speak with the Chair's permission. Parish Council Meetings are meetings held in public, not public meetings.

The Business to be transacted is as follows:

- 1. Election of Chair for the 2025/26 Municipal Year.**
- 2. To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- 3. Apologies for absence**  
To consider and approve reasons for apologies for absence.
- 4. Declarations of Interest**  
Declarations of Interest – Member Code of Conduct. To record any declarations of pecuniary or non-pecuniary interests by any member in respect of items on this agenda
- 5. Public Questions**  
To consider matters raised in advance of the meeting per Minute reference 3607.1. In accordance with Standing Order 3e the period for public questions shall not exceed 10 minutes.
- 6. To receive local policing report**
- 7. To receive reports from ERYC Ward Councillors**
- 8. Appointment of Vice Chair for the 2025/26 Municipal Year**
- 9. To confirm, adopt, and sign the Minutes/Notes**
  - 9.1 Full Parish meeting held on 17<sup>th</sup> April 2025
  - 9.2 Planning Committee meeting held on 22<sup>rd</sup> April 2025
  - 9.3 Events Working Party meeting held on 29<sup>th</sup> April 2025

Parish Council Office: 9 The Cottages, Market Green, Cottingham, East Yorkshire HU16 5QG

Tel: 01482 847623 E-mail: [clerk@cottinghamparishcouncil.gov.uk](mailto:clerk@cottinghamparishcouncil.gov.uk)

Chairman: Councillor Kevin Casson Tel: 01482 849674 Clerk: J Price/N Pape

Website: [www.cottinghamparishcouncil.org.uk](http://www.cottinghamparishcouncil.org.uk)

- 10. Review of Committee/Working Group Terms of Reference**
  - 10.1 Planning Committee
  - 10.2 Personnel Committee
  - 10.3 Allotments Committee
  - 10.4 Finance Committee
  - 10.5 Events Working Party
- 11. Election to Committees for the Municipal Year 2025/2025**
  - 11.1 Personnel Committee (5 members)
  - 11.2 Allotments Committee (4 members)
  - 11.3 Finance Committee (5 members)
- 12. Appointment of members to Working Parties for the Municipal Year 2025/2026**
  - 12.1 Events Working Party (4 members)
  - 12.2 Neighbourhood Plan Steering Group
  - 12.3 Environment Working Party
  - 12.4 Flood Working Group
  - 12.6 Friends of Queen Elizabeth Memorial Garden
  - 12.7 Blue Plaque Assessment Panel (3 members)
  - 12.8 Strategic Plan Monitoring Group
  - 12.9 Cottingham in Bloom Working Group
  - 12.10 Car Park Charges Working Group
- 13. Appointment of representatives to other bodies for the 2025-26 Municipal Year**
  - 13.1 ERNLLCA District Committee (2 representatives)
  - 13.2 Yorkshire Coast Community Rail Partnership
  - 13.3 Volunteer Groups and Sports Clubs Network (ERYC)

## **Financial Matters**

- 14. To agree signatories on bank accounts**

## **Administration**

- 15. Dates and times of meetings for the 2025/26 Municipal Year**
- 16. To review the Council's Asset Register**
- 17. To review Cottingham Day Risk Assessment**
- 18. To receive an update on the Strategic Plan**
- 19. To receive an update from the Town Centre Officer**
- 20. To receive an update on village planting**
- 21. To receive an update on the BMX Track**
- 22. To receive feedback from Network Evening**
- 23. To receive reports from representatives to outside organisations**
- 24. To discuss received correspondence**
- 25. Members' Points of Information and agenda items for next meeting (discussion items only)**