

PRESTON BROOK PARISH COUNCIL

To: **Members of Preston Brook Parish Council**

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Preston Brook Parish Council to be held at 18.00 on the twenty-fourth day of May 2024 (adjourned from 14 May 2024) to transact business on the agenda.

The meeting will be held in Preston Brook Village Hall, Sandy Lane, Preston Brook, Runcorn, Cheshire, WA7 3AW.

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Members of the public wishing to address the Council are advised to notify the Proper Officer before 10:00 on the day of the meeting outlining the representation they wish to make. Permission to speak at the meeting will be at the discretion of the Council. Public participation session at a meeting shall not require response or debate and should focus on matters relating to items on the agenda. All participants are restricted to a maximum of three minutes. Please note that the Council may not be able to answer any questions on a particular topic if the council has not considered or resolved the matter at a prior meeting. Should this be the case, the Council will advise correspondence with the Proper Officer to request the item be debated at a future meeting. If the question is considered outside the remit of Preston Brook Parish Council, residents will be referred to Halton Borough Council or another appropriate body.

Yours sincerely,



Luke Trevaskis
Proper Officer

TO CONTACT THE PROPER OFFICER, PLEASE EMAIL
clerk@prestonbrookparishcouncil.gov.uk

AGENDA

1. **Chairman** - to duly elect a Chairman.
2. **Vice Chairman** - to duly elect a Vice Chairman.
3. **Apologies** - to receive apologies for absence.
4. **Declarations** - to record declarations of members' interests of a pecuniary or non-pecuniary nature in accordance with the Localism Act 2011 (Sections 26-34 and Schedule 4).
5. **Minutes** - to receive and confirm the minutes of the last meeting.
6. **Police** - to receive and note a report on local crime statistics.
7. **Public Realm** - to receive an update on public realm projects and agree actions.
8. **Village Hall** - to receive an update on the Village Hall and agree actions.
9. **Standing Orders & Financial Regulations** - to consider the adoption of both documents.
10. **Risk Management Scheme** - to consider the adoption of the Risk Management Scheme.
11. **Planning** - to consider planning matters and agree actions.
12. **Borough Councillor Report** - to receive a report from ward councillors regarding issues affecting residents within the boundary of Preston Brook PC.
13. **Conservation Status / Neighbourhood Plan** - to receive an update and agree actions.
14. **Next Meetings** - to note the next meeting will be held on 26 June.
15. **Public Forum** - to consider representations from members of the public which have been submitted to the Proper Officer by 10:00 on the day of the meeting and to note each representation is restricted to three minutes.