



**You are summoned to attend the**  
**ANNUAL PARISH COUNCIL MEETING**  
**on Monday 12<sup>th</sup> May 2025**  
**6.45pm at Trawden Forest Community Centre**

**Mrs A Waddington – Parish Clerk and RFO**

1. To elect a Chairman of the Parish Council for the municipal year 2025/6.  
(Brief adjournment to receive the Chairman's Declaration of Office)
2. To elect a Vice-chair of the Council for the municipal year 2025/6.  
(Brief adjournment to receive the Vice Chairman's Declaration of Office)
3. To accept Apologies for Absence.
4. Councillors to check (prior to the meeting) their Declarations of Interest form and complete replacement form, if required.
5. To briefly adjourn the meeting under the Public Bodies (Admission to Meetings) Act 1960 to receive any questions from members of the public present at the meeting.  
*Chairman to reconvene the meeting.*
6. Annual report from the Chair of the Parish Council for the municipal year 2024/5.
7. Appointment of the Representative to Attend Meetings of The Colne and District Committee meetings.
8. Appointment of members of the Planning Committee. Attached Terms of Reference to be re-adopted.
9. Appointment of members to Trawden in Bloom Sub Committee. Attached Terms of Reference to be re-adopted.
10. Appointment of members to HR Committee. Attached Terms of Reference to be re-adopted.
11. Appointment of Representatives regarding the Management of Ball Grove Park.
12. Appointment of Representative for School Governor.
13. Appointment of Representatives regarding the Recreation Ground acquisition.

14. Appointment of Councillor to check and authorise the quarterly accounts as detailed in item 2, 2.6 of the Financial Regulations Policy.
15. Agreement or otherwise that the Trawden Forest Allotments Association will continue to do the day-to-day running of the Parish Council Allotments site.
16. To check bank signatories are up to date.
17. In accordance with the Accounts and Audit Regulations 2015, Councillors to consider and approve the attached presented Audit of Accounts and completed Annual Governance and Accountability Returns. The accounts have already been approved by the Internal Auditor.