



## Shobnall Parish Council

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Our Ref: MD

13 May 2024

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA** on **Monday 20 May 2024 commencing at 7.00pm** at which the business set out below will be transacted.

Yours sincerely

*MDanby*

**Mary Danby**  
**Clerk**

### **Public Forum**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

Presentation by Burton Unity

### AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Apologies for absence
4. Declarations of Interest and Dispensations
5. Exclusion of the Press and public
6. Traffic Survey Report (Draft)
7. Chair to move that the meeting re-opened to the public
8. To consider the Minutes of the meeting held on 15 April 2024
9. To consider matters arising from the previous meeting
10. County and Borough Councillors reports
11. Financial matters
12. Internal Audit Report for the Year Ended 31 March 2024
13. Annual Governance and Accountability Return 2023/24 (AGAR)
14. Public Rights period for 2023/24 Accounts
15. Parish Council logo
16. To review the following policies and documents
17. Planning matters
18. Training request
19. To receive questions from Councillors
20. Correspondence and Circulars