

# St Peter the Great County Parish Council

**You are hereby summonsed** to attend the Annual Parish Meeting, and the Annual Meeting of the Parish Council, to be held on Monday 14th May 2007 at 7.30pm in the Village Hall, St Peter's.

## **Annual Parish Meeting Agenda**

- (1) **Apologies for Absence/Declaration of Interests;**
- (2) **Report of Last Parish Meeting.**
- (3) **Annual Reports;** The Chairman will present an Annual Report on behalf of the Parish Council. A report will be invited from the County Councillor and City Councillors. The Chairman may, at his discretion, invite any other report.
- (4) **Matters Arising, Public Open Forum.**

### **Annual Meeting of the Parish Council Following On.**

**n.b. Councillors will be required to complete all mandatory documentation before the meeting commences.**

- (1) **Election of Chairman.** Receive nominations and elect a Chairman. The duly elected Chairman will immediately take the Chair and may serve for one year.
- (2) **Apologies for Absence;**
- (3) **Declarations of Interest;** In respect of any agenda item (In addition to the written declarations already made.)
- (4) **Confirmation of Minutes;** To adopt the Minutes of the meeting of the Parish Council held on 30/4/07.
- (5) **Election of Vice Chairman.**  
Receive nominations and elect a Vice Chairman to serve for one year.
- (6) **Accounts and Finance;** To approve payment of accounts presented and to deal with any urgent financial matter.  
Approve draft accounts for internal audit.
- (7) **Planning Matters;** The Clerk will present any consultation received together with any other planning matters requiring attention.
- (8) **Administration and Information;**  
The Clerk will present all relevant information, including any urgent matter. Consideration of the co-opting of Councillors will be addressed.
- (9) **Confirm date of next Parish Council meeting as 25/6/07**

**Signed.....Clerk to the Council                      Date.....**

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