

St Peter the Great County Parish Council

Councillors are hereby summonsed to attend the **Annual Parish Meeting and the Annual Meeting of the Parish Council on Monday 20th May 2013 in Room 2 of the Baptist Church, St Peters at 7.00pm.** The business to be transacted is set out in the Agendas below. Members of the public are cordially invited to attend both meetings and to participate in the Annual Parish Meeting.

Agenda for the 2013 Annual Parish Meeting at 7.00pm

- (1) **Apologies for Absence & Declaration of Interests:**
Parish Councillors will be required to declare any interests they have.
- (2) **Minutes of the Parish Meeting 2012:** To agree the Minutes of the Annual Parish Meeting of 28th May 2012, which will be read.
- (3) **Annual Reports:** The Chairman will present a brief Annual Report on behalf of the Parish Council and will invite a report from nominated speakers present.
- (4) **Public Open Forum:** All attending may participate in the exchange of information, raise questions, and register any concerns via the Chairman.

Annual Meeting of the Parish Council Following On.

- (1) **Election of Chairman:** Receive nominations and elect a Chairman. The duly elected Chairman will immediately take the Chair, complete the obligatory declaration, and serve for one year.
- (2) **Apologies for Absence & Declarations of Interest:** (In addition to any written declarations already made).
- (3) **Confirmation of Minutes:**
To adopt the Minutes of the meeting of the Parish Council held on Monday 29th April 2013
- (4) **Election of Vice Chairman and Agree Councillor's Portfolios:**
Receive nominations and elect a Vice Chairman to serve for one year. In respect of the allocation of Member's Portfolios/Responsibilities, Members may wish to agree that the allocation be deferred to a later date if time is short.
- (5) **Accounts and Finance:**
To approve payment of accounts presented.
To confirm renewal of the 2012/2013 insurance policy.
Receive accounts from Internal Auditor and agree submission to District Audit.
- (6) **Planning Matters:** The Chairman will present any consultation received, together with any other planning matters requiring attention.
- (7) **Administration and Information:** The Clerk will present any relevant correspondence. Any urgent matter may be addressed at this point.
- (8) **Confirm date of next meeting as Monday 24th June 2013:**

Signed... *R. O. Jenkins*.....Clerk to the Council Date 14th May 2012...
Careys Brook House, 53 Upton Road, Callow End, Worcester WR2 4TZ