

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 on Monday 16th May 2016 in St. Peter's Baptist Church at 8.p.m. The business to be transacted is set out in the Agendas below. Members of the public are invited to attend both meetings and to participate in the Annual Parish Meeting.

Agenda for the Annual Parish Meeting

- (1) **Apologies for Absence/Declaration of Interests;**
- (2) **Confirmation of Minutes;** To receive the Minutes of the Annual Parish Meeting of the 18th May 2015, which will be read and may be adopted.
- (3) **Annual Reports;** The Chairman will present a short Annual Report on behalf of the Parish Council. Other reports may be given at the Chairman's discretion.
- (4) **Public Questions.** Any member of the public may ask questions.

Agenda for the Annual Meeting of the Parish Council

- (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) **Election of Vice Chairman;**
Receive nominations and elect a Vice Chairman to serve for one year.
- (3) **Apologies for Absence;**
- (4) **Declarations of Interest;** (In addition to the written declarations already made.)
- (5) **Confirmation of Minutes;**
Minutes of the meeting of the Parish Council held on 25th April 2016.
- (6) **Agree Councillors Portfolios;**
Allocate and agree Portfolio/Responsibilities. Members may wish to renew the current allocation En bloc or defer the item to the next meeting.
- (7) **Administration and Information;**
 - (a) The Clerks will present all relevant information. Any urgent matter will be addressed in detail at the Chairman's discretion.
 - (b) Chairman will propose adoption of the annual summary (circulated with the Agenda).
- (8) **Accounts and Finance;**
 - (a) To approve payment of accounts presented.
 - (b) The Clerk will provide draft unaudited accounts for the year 2015/2016 and will seek agreement from Council for the compliance required before submission to Auditors.

Signed... *R. O. Jenkins*.....Clerk to the Council

Date.....

St Peter the Great County Parish Council

(9) Planning Matters;

Council will consider planning consultation received, together with any other planning matters requiring urgent attention.

(10) St Peter's Festival 2016;

Cllr Brenda Wheeler to update Council regarding the ongoing preparations for the 2016 St Peter's Festival.

(11) Confirm date of next meeting;

Provisionally Monday 27th June 2016 at 7:45pm in St Peter's Village Hall.

Signed... *R. O. Jenkins*.....Clerk to the Council

Date.....