

PARISH OF WISTOW  
**Notice of meeting of Parish Council**

Dear Sir/Madam

I hereby give you notice that the ANNUAL GENERAL MEETING of the PARISH COUNCIL of the above-named Parish will be held at the Village Hall on Tuesday, 28<sup>th</sup> May 2013 at 7.30 pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated 19<sup>th</sup> May 2013...*Patsy Coles*.....Proper Officer, Wistow Parish Council

**BUSINESS TO BE TRANSACTED  
AGENDA**

1. Apologies for absence
2. Approve and sign minutes of Annual General Meeting 29<sup>th</sup> May 2012
3. Election of Chairman
4. Election of Vice Chairman
5. Acceptance of Declaration of Office by Chairman and Vice Chairman and Code of Conduct Forms to be signed
6. Adoption of Standing Orders and Financial Regulations
7. To allocate responsibilities under Parish Plan Working Parties as follows  

Traffic and road issues (Highway Warden)	
Litter	Village Hall
Countryside	Parish Plan Review
8. To confirm dates of Parish Council Meetings for 2013/2014
9. Close of meeting

This notice must be left at or sent by post to the usual place of residence of every member of the council three clear days at least before the Meeting