

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, 31st May 2016 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 12th May 2016...*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 26th May 2015
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. Adoption of Code of Conduct
8. Review of Internal Audit Procedures
9. Appointment of Internal Auditor for 2016/17 accounts
10. To allocate responsibilities under Parish Plan Working Parties as follows

Traffic and road issues	Litter
Village Hall	Countryside
11. To confirm dates of Parish Council Meetings for 2016/17
12. Close of meeting