

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, 15th May 2018 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 2018...*Michael tew*.....Proper Officer, Wistow Parish Council

**BUSINESS TO BE TRANSACTED
AGENDA**

1. Apologies for absence
2. Approve and sign minutes of Annual General Meeting 30th May 2017
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 2018/19 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 2018/19
12. 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