

PARISH OF WISTOW
Notice of meeting of Parish Council

Dear Sir/Madam

I hereby give you notice that the ANNUAL GENERAL MEETING of WISTOW PARISH COUNCIL will be held at the Village Hall on Tuesday, 25th May 2021 at 7.15 pm or as soon as the preceding Open Meeting concludes.

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 18th May 2021 Martin Woolhouse, Clerk to Wistow Parish Council

BUSINESS TO BE TRANSACTED - AGENDA

1. Apologies for absence
2. Approve and sign minutes of Annual General Meeting 28th May 2019
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 2020/21 accounts
10. To allocate responsibilities under Parish Plan Working Parties as follows

Traffic and road issues	Litter	Playground
Village Hall	Countryside	
11. To confirm dates of Parish Council Meetings for the remainder of 2021
12. Close of meeting