**WISTOW PARISH COUNCIL**

**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, 10th May 2022 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 1st May 2022

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 2021

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. Review of Internal Audit

1. To allocate responsibilities as follows

 Traffic and road issues Litter Playground

Village Hall Countryside

1. To note dates of Parish Council Meetings for 2022/23
2. 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**

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