

St Peter the Great County Parish Council

You are hereby summonsed to attend the Annual Parish Meeting, and the Annual Meeting of the Parish Council, to be held on Monday 14th May 2007 at 7.30pm in the Village Hall, St Peter's.

Annual Parish Meeting Agenda

- (1) **Apologies for Absence/Declaration of Interests;**
- (2) **Report of Last Parish Meeting.**
- (3) **Annual Reports;** The Chairman will present an Annual Report on behalf of the Parish Council. A report will be invited from the County Councillor and City Councillors. The Chairman may, at his discretion, invite any other report.
- (4) **Matters Arising, Public Open Forum.**

Annual Meeting of the Parish Council Following On.

n.b. Councillors will be required to complete all mandatory documentation before the meeting commences.

- (1) **Election of Chairman.** Receive nominations and elect a Chairman. The duly elected Chairman will immediately take the Chair and may serve for one year.
- (2) **Apologies for Absence;**
- (3) **Declarations of Interest;** In respect of any agenda item (In addition to the written declarations already made.)
- (4) **Confirmation of Minutes;** To adopt the Minutes of the meeting of the Parish Council held on 30/4/07.
- (5) **Election of Vice Chairman.**
Receive nominations and elect a Vice Chairman to serve for one year.
- (6) **Accounts and Finance;** To approve payment of accounts presented and to deal with any urgent financial matter.
Approve draft accounts for internal audit.
- (7) **Planning Matters;** The Clerk will present any consultation received together with any other planning matters requiring attention.
- (8) **Administration and Information;**
The Clerk will present all relevant information, including any urgent matter. Consideration of the co-opting of Councillors will be addressed.
- (9) **Confirm date of next Parish Council meeting as 25/6/07**

Signed.....Clerk to the Council Date.....

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