

LOW CONISCLIFFE AND MERRYBENT PARISH COUNCIL

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4 May 2017

Dear Sir/Madam

I hereby summon you to attend a meeting of the Annual Parish Assembly, followed by the AGM of the Parish Council at St Edwin's Church Hall, High Coniscliffe on **Tuesday 16 May 2017 (7.00 pm)**. Please advise any apology for absence to the Clerk in advance of the meeting.

Thanks,

Mark Bailey
Clerk to Parish Council

ANNUAL PARISH ASSEMBLY AGENDA

1. Chair's report
 - Meetings
 - Finance
 - Parish maintenance, Projects and Events
 - Planning
2. Agenda topics from the Public

AGM AGENDA

1. Acceptances of Office
2. Election of Chair
3. Election of Vice-Chair
4. Apologies for absence
5. Declarations of interest
6. Public forum
7. Minutes of last meeting (to be adopted and signed)
8. Finance and accounts
 - Bank account balance
 - Expenses for approval
 - Recovery of VAT
 - Approval of year end accounts for 2016/17
9. Matters arising from previous minutes
 - Inaccurate information in Conservation Status assessment report
 - Phone kiosk
 - Enforcement action regarding untidy land
 - Neighbourhood plan
 - New noticeboard, Merrybent
 - Community forest
 - Air pollution monitoring

10. Planning applications and decisions
11. Highway matters
12. Parish matters
13. Items for future consideration
14. Correspondence
15. Information from meeting(s) attended
16. Date for next meeting: 11 July 2017

Member(s) of the Parish are welcome to attend Parish Council meetings and may contribute during the Public Forum item (at the discretion of the chair).