SWANLAND PARISH COUNCIL

**THE ANNUAL MEETING OF SWANLAND PARISH COUNCIL**

**will be held at Swanland Village Hall**

**following the Annual Parish Meeting on Monday 22nd May following the Annual meeting of the Parish of Swanland.**

You are hereby summoned to attend the above meeting for the purpose of transacting the following business. Members of the public are welcome to attend.

***Michelle Hopton*** Parish Clerk & RFO ……………………………………………………………………………. Wednesday 3rd May 2023

**This being the Annual Meeting of the Swanland Parish Council the first item is the election of chairman for the ensuing year**.

**AGENDA**

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| **1.** | **Present:** |
| **2.** | **Apologies for absence:** |
| **3.** | **To approve the minutes of the Annual meeting of Swanland Parish Council held on 3rd May 2022:** |
| **4.** | **Chairman:** To elect Chairman for the forthcoming year and to receive Declaration of Acceptance of Office.  Proposed: Seconded: |
| **5.** | **Vice Chairman:** To elect Vice Chairman.  Proposed: Seconded: |
| **6.** | **To appoint Councillors in areas of council business and liaison with external bodies:** |
|  | **Human resources group:** |
|  | **ERNCLLA:** |
|  | **Allotments:** |
|  | **Village Pond:** |
|  | **Newsletter:** |
|  | **Playing Fields Association:** |
|  | **Village Hall:** |
| **7.** | **Signatories for cheques/on line banking** |
| **8.** | **To Appoint the Internal Auditor.** |
| **9.** | **To review and approve Standing Orders and Financial Regulations.** |
| **10.** | **To set and agree the dates for ordinary parish council meetings for 2023/2024.** |
| **11.** | **To confirm all councillors have reviewed their register of interest.** |