SWANLAND PARISH COUNCIL

**THE ANNUAL MEETING OF SWANLAND PARISH COUNCIL**

**will be held at Swanland Village Hall**

**following the Annual Parish Meeting on Monday 16th May following the Annual meeting of the Parish of Swanland.**

**This will also be followed by the usual monthly business meeting.**

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 ……………………………………………………………………………. 10th May 2022

 **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 4th May 2021:** |
| **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:**  |
| **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 2022/2023.** |
| **11.** | **To confirm all councillors have reviewed their register of interests.** |