SWANLAND PARISH COUNCIL

**THE ANNUAL MEETING OF SWANLAND PARISH COUNCIL**

**WILL BE HELD via Zoom**

**Following the Annual Parish Meeting on Tuesday 4th May commencing at 7.15pm pm**

**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 ……………………………………………………………………………. 27th April 2021

 **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.** | **Chairman:** To elect Chairman for the forthcoming year and to receive Declaration of Acceptance of Office. Proposed: Seconded:  |
| **4.** | **Vice Chairman:** To elect Vice Chairman. Proposed: Seconded:  |
| **5.** | **To appoint Councillors in areas of council business and liaison with external bodies:** |
|  | **Human resources group:** Three members required.  |
|  | **ERNCLLA:** One member required.  |
|  | **Allotments:** One member required. |
|  | **Village Pond:** One member required.  |
|  | **Newsletter:**  One member required.  |
|  | **Playing Fields Association:** One member required.  |
|  | **Village Hall:** One member required.  |
| **6.** | **Signatories for cheques:**  Four members required.  |
| **7.** | **To Appoint the Internal Auditor** |
| **8.** | **To review and approve Standing Orders and Financial Regulations** |
| **9.** | **To set and agree the dates for ordinary parish council meetings for 2021/2022** |
| **10.** | **To confirm all councillors have reviewed their register of interests.** |