

To Members of Santon Downham Parish Council

You are duly required to attend the Annual Parish Meeting, followed by the Annual General meeting of the Parish Council – The Annual Parish Meeting to commence at 6.30 pm.

ANNUAL GENERAL MEETING OF THE PARISH COUNCIL OF SANTON DOWNHAM

**IN THE ROTARY ROOM, VILLAGE HALL, SANTON DOWNHAM
MONDAY, 9th MAY 2016 AT 7.30 PM**

A G E N D A

1. **Chairman's welcome**
2. Election of Chair
3. Election of Vice Chairman
4. Apologies Received
5. Declaration of interest
6. To sign and confirm Minutes of the previous meeting as a true record
7. **Parish Clerk's Report**
 - a) Parish Councillors to return their completed Declaration of Acceptance of Office and Register of Members Interest.
 - b) Parish Council Accounts for the Financial Year 2015/2016
 - c) Accounts are now being undertaken by the Internal Auditor
 - d) Problem of raised drain on the boundary of Merlin Lodge, Mark Lane
 - e) **Chairman** to ask whether there are any matters on which the **Parish Councillor's** would like to report
 - f) **Chairman** to invite **our County Councillor and District Councillor** to report on any matters
 - g) **Chairman's Report**
 - 1) Tree and Road situation todate
 - 2) Update on Tenancies
 - 3) Any other business brought to the Chairman's attention
 - 4) Chairman to invite residents to put forward any issues for consideration at the next Parish Council Meeting, at the Chairman's discretion
 - h) **Chairman to confirm date of the next meeting**
 - i) **Chairman** to close Meeting

Signed.....

Date.....