

## WYVERSTONE PARISH COUNCIL



### **To members of Wyverstone Parish Council**

You are duly summoned to attend the Annual Meeting of Wyverstone Parish Council which follows the Annual Parish Meeting on **Tuesday 7<sup>th</sup> May 2019** in the village hall

### **Public Participation**

Before the formal meeting, the public are invited to give their views and question the parish council on issues on this agenda, or to raise issues for future consideration at the discretion of the chairman. They may not take part in the meeting itself.

## **AGENDA**

- 1. To appoint the Chairman and Vice Chairman of the Parish Council for the year 2019/20**
- 2. Apologies and approval of absences**
- 3. To receive declarations of interests**
- 4. To consider requests for dispensations**
- 5. To approve as accurate the minutes of the Parish Council meeting held on 5<sup>th</sup> March 2019**
- 6. To receive acceptance of office for all newly appointed councillors and consider vacancies for co-option**
- 7. Planning matters –**
  - a) decisions or other planning matters to report  
(At the Chairman's discretion, the council will discuss any applications received after the posting of this notice and members of the public can check with the clerk for details prior to the meeting)
- 8. Annual review of the risk register and asset register**
- 9. Financial matters –**
  - a) clerk's report & internal control
  - b) review of the accounts prior to annual audit
  - c) requests for payment
- 10. To ratify the appointment of the parish council nominated trustee of the Wyverstone Town Estate Trust**
- 11. Progress reports from resolutions or matters arising from previous meetings**
- 12. Correspondence for information**
- 13. Questions to the Chairman**
- 14. Setting of dates for future meetings**

Kate Webster, Clerk to Wyverstone Parish Council,  
Mill Farm, Mill Road, Wyverstone 01449 781285