

16.05.11

Dear Sir/Madam,

The Annual Meeting of Wootton Wawen Parish Council will be held at **6.30 p.m.** on Monday, 23rd May 2011 at the Village Hall, Wootton Wawen.

Yours faithfully,

V.J. Pratt
Clerk of the Council

AGENDA FOR ANNUAL MEETING TO BE HELD 23.05.11

1. Election of Chairman
2. To accept apologies for absence
3. Declaration of Interest in Items on Agenda
4. To receive the Chairman's Declaration of Office
5. Election of Vice Chairman
6. Councillors to enter financial interest in Register of Members' Interests if changed from declarations made in May 2009.
7. To agree Dates and Venue for Council Meetings for the year.
8. To appoint Representatives to sit on outside bodies.
9. To agree Cheque Signatories.
10. To receive a report of the capital assets and liabilities vested in the Council.
11. To agree to review Council's Standing Orders and Financial Regulations if necessary.

V.J. Pratt
Clerk of the Council.