

LOCAL GOVERNMENT ACT 1972

PARISH OF CAPEL, BEARE GREEN AND COLDHARBOUR

NOTICE OF ANNUAL PARISH MEETING OF THE PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the NEXT MEETING OF CAPEL PARISH COUNCIL WILL BE HELD IN CAPEL PARISH HALL ON MONDAY 21 MAY 2018 COMMENCING AT 7.30PM AT CAPEL PARISH HALL. THIS MEETING IS OPEN TO THE PUBLIC UNLESS THE COUNCIL OTHERWISE DIRECTS.

PUBLIC QUESTIONS

TEN MINUTES WILL BE AVAILABLE DURING THE MEETING FOR MEMBERS OF THE PUBLIC TO EXPRESS A VIEW OR ASK A QUESTION RELEVANT TO MATTERS ON THE AGENDA.

AGENDA

- Election of Chairman: Signing of Acceptance of Office of Chairman
- Election of Vice Chairman
- Appointment of Parish Council Committees (i) Finance (ii) Planning
- Appointment of representatives to Committees
- Appointment of Internal Auditor
- Dates of Finance and Planning Committee meetings: 2019
- Dates of Full Council Meetings: January – December 2019

- 1 Apologies for Absence
- 2 To sign the minutes of the meeting held on 16 April 2018
- 3 Declarations of Interest
- 4 Public Questions
- 4 Clerk's Report
- 5 To respond to planning applications received between 16 April and 18 May 2018
- 6 **Reports from Members**
 - (a) Finance
 - (i) to agree, adopt and sign accounts to 21 May 2018
 - (ii) to agree, adopt and sign minutes of Finance Committee 14 May 2018
 - (iii) to review effectiveness of Internal Audit 2018
 - (iv) to sign Annual Return for year end 31 March 2018
 - (v) to sign cheques
 - (b) Ward Matters
 - (i) Beare Green
 - (ii) Capel
 - (iii) Coldharbour
- 7 Correspondence
- 8 Urgent matters at discretion of Chairman for note or inclusion on a future agenda

The next meeting of the Parish Council will take place on Monday 18 June 2018, 7.30pm at John Venus Hall, Coldharbour.

The Planning Committee meets at 7.30pm on Monday 4 June 2018 in Capel Parish Hall.

Yours sincerely
Mrs J Russell
Clerk to the Council

16 May 2018