

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Parish Council which will be held on Tuesday 11 th May 2021 at Butterwick Village Hall, commencing at 7.30pm or at the end of the public forum.

The business to be dealt with at the meeting is listed in the agenda.

There will be a public forum at 7.30 pm at which members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

This is a face -to-face meeting, the current regulations regarding social distancing will be observed and face masks must be worn.

Signature Carol Anderton

Clerk to the Council

Date: 5th April 2021

## **AGENDA**

To elect a Chairman for the 2021/22 administration period

To receive the Declaration of Acceptance of Office of Chairman

To elect a Vice Chairman for the 2021/22 administration period

To receive and accept apologies where valid reasons for absence have been submitted to the Parish Clerk prior to the meeting

To receive any declarations of interest in accordance with the requirements of the Localism Act

To receive a report from the police.

To review and update (if necessary) the asset register.

Minutes of the last meeting. To receive and approve the notes of the Council meeting held on Tuesday 13th April 2021.

Finance. To authorise signing of orders for payment 1

Date and time of the next Parish Council meeting – Tuesday 8th June 2021