



Heveningham Parish Council

The Annual General Meeting will be held on **Monday 11th April** in the **St. Margaret Church Heveningham** at **7.45 PM.**

All members of the Council are hereby summoned to attend the meeting of the Parish Council to transact the following business;

AGENDA

- 1. Election of the Chairman:** Invite nominations and elect a chairman for the ensuing municipal year (2016/2017) and to receive the Declaration of Acceptance of Office by the Chairman.
- 2. Apologies for Absence:** To receive any apologies for absence.
- 3. Election of the Vice-Chairman:** Invite nominations and elect a vice-chairman for the ensuing municipal year.
- 4. Structure and frequency of meetings**
- 5. Minutes of the previous meeting:** Receive and approve the minutes from the previous Annual General Meeting 13th May 2016.

4/4/16

Karen Forster
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Heveningham Parish Council

Annual Parish Meeting

**Monday 11th April 2016 at 7.30
in Heveningham Parish Church**

The bi-monthly Parish Meeting will continue at 8.00

**This is the annual Parish Meeting where we would like
to hear your views**

1. Apologies
2. Welcome from the Chairman
3. **Minutes of the previous Annual Parish Meeting:** Receive and approve the minutes from the previous annual parish meeting of 13th May 2015
4. Chairmans speech
5. District and County Councillor Annual Reports
6. Open Forum

The meeting will be opened to the public to ask questions or provide reports about local items.

7. Close of meeting

30/3/2016

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