



# Heveningham Parish Council

The **Annual General Meeting** will be held on

**Wednesday 26<sup>th</sup> May 2021**  
**To follow the Annual Parish Meeting**  
**To be held in the Hub in Huntingfield**

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 (2021/2022) and to receive the Declaration of Acceptance of Office by the Chairman.
- 2. Appointment of the Clerk/RFO**
- 3. Apologies for Absence:** To receive any apologies for absence.
- 4. Election of the Vice-Chairman:** Invite nominations and elect a vice-chairman for the ensuing municipal year.
- 5. Structure and frequency of meetings:**  
  
To accept the proposal for the meeting schedule to be:  
28<sup>th</sup> July, 29<sup>th</sup> September, 24<sup>th</sup> November, 26<sup>th</sup> January 2021, 30<sup>th</sup> March 2021
- 6. Adequacy & Review of the Insurance.**
- 7. Appointment of the Internal Auditor for 2022.**

14/5/21

**Julie Collett**  
**Clerk to Heveningham Parish Council**  
**Bridge Cottage, Huntingfield, Halesworth, IP19 0PX**  
**Phone: 01986 899719**  
**Email: [heveningham\\_clerk@gmail.com](mailto:heveningham_clerk@gmail.com)**

Please be aware that filming and recording of the meeting may be taking place during the meeting. If you wish to record or film the meeting, please let the Chairman or Clerk know.