



Heveningham Parish Council

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

Wednesday 25th May 2022
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 (2022/2023) 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:
27th July 2022, 28th September 2022, 30th November 2022, 25th January 2023, 29th March 2023
- 6. Adequacy & Review of the Insurance.**
- 7. To agree to adopt the new Code of Conduct.**

12/5/22

Julie Collett
Clerk to Heveningham Parish Council
Bridge Cottage, Huntingfield, Halesworth, IP19 0PX
Phone: 01986 899719
Email: 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.