

Great Bentley Parish Council

Clerk to the Council: Kate Mayhew

The Community Resource Centre, The Village Hall, Plough Road, Great Bentley, Colchester CO7 8LG
Telephone No. 01206 256410 e-mail clerk@greatbentleyparishcouncil.co.uk

29th April 2021

Dear Councillor,

VIRTUAL MEETING OF GREAT BENTLEY ANNUAL PARISH COUNCIL MEETING TO BE HELD ON 6th May 2021

You are hereby summoned to attend a virtual meeting of Great Bentley Parish Council Annual Meeting scheduled to be held on **Thursday 6th May at 7.00pm** on the Zoom platform. To access the meeting, an email invitation will be sent to you on the afternoon of the meeting. Please click on the link not earlier than 6.50 pm where if you are placed automatically into the 'waiting room', the clerk will move you into the meeting.

The meeting is recorded and will be deleted once the Minutes have been written by the Clerk.

Yours sincerely

Karen Paradise

Karen Paradise

Clerk to the Parish Council

Annual Meeting of Great Bentley Parish Council

To be held at 7pm on 6th May 2021 on Zoom.

AGENDA

- 1. Election of Chairman for 2021/22**
- 2. Acceptance of Office by the Chairman**
- 3. Declarations of Interest:** To note the nature and type of declarations of interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.
- 4. Apologies for Absence.**
- 5. Public Forum:** The public may address the Council for a maximum of 10 minutes, limited to 3 minutes per person at the discretion of the Chair. Following the forum, the public are not permitted to interrupt the meeting to participate in debate.
- 6. Election of Vice Chairman**
- 7. Appointment of Internal Auditor:** To appointment an auditor to undertake the Council's annual audit in 2021/22.
- 8. Schedule of Parish Council meetings in 2021/22:** To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting.
- 9. Public Forum:** The public may address the Council for a maximum of 10 minutes, limited to 3 minutes per person at the discretion of the Chair.

www.greatbentleyparishcouncil.co.uk

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