**Foxholes & Butterwick Parish Council**

**AGM and Ordinary Meeting**

**Notice of Meeting**

Dear Sir / Madam. I hereby give you notice, that a meeting of the **Parish Council** will be held at Manor Farm, Butterwick at **7.15pm on Wednesday 22nd July 2020**

All members of the Parish Council, are hereby summoned to attend for the purpose of considering, and resolving, upon the business to be transacted at the meeting as set out here-under.

**Dated Friday 10th July 2020.**

  Mrs S Lacey\_\_- Clerk to the Parish Council

Anyone who wishes to give apologies should contact the Clerk prior to the meeting.

**Business to be transacted:**

1. Apologies for Absence

2. Election of Officers: Chairman, Vice Chairman, Clerk & Responsible Financial Officer

3. The Chairman to Close the formal meeting and formally record that an Annual Parish Meeting will this year be held as and when the current restrictions are lifted.

4. Minutes of last ordinary meeting held on 18 March 2020.

5. Matters arising from the minutes:

 Grass cutting and mower

 Defibrillator

6. Approve Annual Governance Statement

7. To Approve that the Parish Council is exempt from External Audit

 To confirm that the annual turnover is less than £25,000 in 2019/20 financial year

8. Approve Annual Accounts for year to 31st March 2020

9. To Approve updated Asset Register

8. Parish Council Vacancy

9. Planning Applications and recent decisions

10. Finance: Accounts due for payment

 Payments received

11. Correspondence since last meeting

12. To exchange any information since the last meeting

13. Date of Next Meeting