PARISH CLERK: Sue Bunn. Tacolneston Recreation Centre, West Way, Tacolneston, Norwich.NR16 1BZ

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**ANNUAL GENERAL MEETING of the PARISH COUNCIL** FOLLOWED by an Ordinary meeting of the Parish Council and the Annual Meeting of the Parish.

**To be held on Tuesday 21ST May 2019 at 7.30pm**

**In the Woodlands Club, Norwich Road, Tacolneston. NR16 1AL**

**AGENDA**

1. To elect the Chairman
2. To receive the Chairman of the Council’s acceptance of office form
3. To elect a Vice-Chairman
4. To receive the Vice-Chairman of the Council’s acceptance of office form
5. Apologies for Absence
6. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
7. To receive declarations of interest and requests for dispensations (previously notified to the Clerk) from members on any items to be discussed.
8. To confirm the accuracy and sign the Minutes held on 27th March 2019.
9. **Other matters for the AGM**
10. To review the inventory of land and assets including buildings and office equipment
11. To confirm arrangements for Insurance cover in respect of all insured risks
12. To appoint a Council representative to the Recreation Centre Committee
13. To establish a schedule of training for new members to the Council
14. To determine the date, time and place of ordinary meetings of the full council up to and including the next Annual meeting of full council

**OTHER BUSINESS OF THE AGM**

1. To appoint the Footpath Warden
2. To appoint the Tree Warden
3. To appoint the Internal Control Officer
4. To appoint a second person to have access to Parish Council Website
5. To appoint trustees to the Knipe/Boileau Charity (2)
6. To appoint trustees to the Tacolneston Fuel Allotment Charity (4)

**Signed:** Sue Bunn
Date: 15TH May 2019