

STAVELEY AND COPGROVE PARISH COUNCIL

Dear Sir/Madam

I HEREBY GIVE YOU NOTICE that the **ANNUAL MEETING OF THE PARISH COUNCIL** will be held on **Wednesday 20th May 2026** commencing at **7.00pm** in Staveley & Copgrove Village Hall. This will be followed by the **ANNUAL PARISH MEETING** and an **ORDINARY MEETING OF THE PARISH COUNCIL**.

All Members of the Council are hereby **SUMMONED** to attend for the purposes of considering and resolving upon the business to be transacted at the meetings as set out hereunder.

Members of the Public and Press are welcome to attend.

Members of the Public may speak at the Chair's discretion at the ANNUAL MEETING and ORDINARY MEETING OF THE PARISH COUNCIL. The meetings may be subject to audio and/or visual recording and any recordings broadcast.

THE ANNUAL PARISH MEETING is for all electors of the Parish. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting, however, only registered electors of the Parish may speak and vote during the meeting.

Signed.....Graham Bowland.....Acting Clerk to Parish Council

THE ANNUAL MEETING OF THE PARISH COUNCIL

BUSINESS TO BE TRANSACTED

1. APOLOGIES FOR ABSENCE

To receive apologies

2. MINUTES

To receive and approve the Minutes of the last Annual Meeting

3. ELECTION OF CHAIR

To ensure that the Council is properly constituted

4. ELECTION OF VICE CHAIR

To act in the absence of the Chair

5. SIGNATORIES AT THE BANK

To ensure that financial transactions are properly managed by the Council. To elect and resolve upon signatories.

6. COUNCIL POLICIES

To approve and resolve upon policies, and endorse initiatives, to meet statutory requirements and best practice.

7. CLERK AND COUNCILLOR TRAINING

To identify future training needs

Followed by:

THE ANNUAL PARISH MEETING

1. WELCOME

Introduction from the Chair.

2. CHAIR'S REPORT

To receive a report on Council activities

3. QUESTIONS from any registered elector of the Parish