

NOTICE OF MEETING

You are duly summoned/invited to attend the **Annual Meeting of Meriden Parish Council** to be held on Monday 13th May 2019 at 7.30 pm at The Pavilion, Meriden Sports Park.

Signed:  Meriden Parish Council Clerk

Date: Wednesday 8th May 2019

ANNUAL MEETING

AGENDA

1. **Welcome & Apologies**
To receive apologies and to approve reasons for absence.
2. **Acceptance of Office/Declaration of Interests/Code of Conduct**
To be completed by elected Members
3. **Minutes**: To consider the approval of the minutes of the Annual Meeting held on 21st May 2018
4. **Chair's Report 2018-19**
5. **Nominations & Election of Chair**
6. **Nominations & Election of Vice-Chair**
7. **Nominations & Election of Sub Committees, Committee Chairs & Representatives**
8. **Vacancies & Co-Option**
9. **Bank**
New bank signatory required
10. **Internal Auditor**
Retention of M S Audit Consultancy
11. **External Auditor**
PKF Littlejohn
12. **Outsource Payroll**
Retention of Mrs D M Malley, DM Payroll Services
8. **Date of Next Meeting**
The next Annual Meeting will be held on
Monday 18th May 2020 at 7.30pm Venue: The Pavilion, Meriden Sports Park.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING

Clerk: Barbara Bland, 55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ
T: 01676 522474 **M:** 07767 162423 **E:** barbarablandmpc@btconnect.com
www.meridenparishcouncil.org.uk