


## **NOTICE OF MEETING**

You are duly summoned/invited to attend the **Annual Meeting of Meriden Parish Council** to be held on Monday 18th May 2020 at 2.00 pm via Zoom Member Conferencing.

**Signed:**  Meriden Parish Council Clerk

**Date:** Monday 11<sup>th</sup> May 2020

## **ANNUAL MEETING**

### **AGENDA**

1. **Welcome & Apologies**  
To receive apologies and to approve reasons for absence.
2. **Declaration of Interests**
3. **Minutes**: To consider the approval of the minutes of the Annual Meeting held on 13<sup>th</sup> May 2019
4. **Chair's Report 2019-20**
5. **Nominations & Election of Chair**
6. **Nominations & Election of Vice-Chair**
7. **Nominations & Election of Sub Committees, Committee Chairs & Representatives**
8. **Casual Vacancy**
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 17<sup>th</sup> May 2021 at 7.30pm Venue: The Pavilion, Meriden Sports Park.

### **THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING**