

**Notice of:**  
**a. Annual Parish Meeting**  
**b. Annual Parish Council Meeting**

Dear Sir/Madam,

I hereby give you notice that the Annual Meeting of the Parish of Bolton will be held at the **Bolton Memorial Hall on Monday 20<sup>th</sup> May 2019, at 7 p.m.** in the evening. The Annual Parish Council meeting will follow. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meetings as set out hereunder.

Dated Monday 14<sup>th</sup> May 2019

Shelagh Leyland...*Shelagh Leyland*..... Clerk of the Parish Council

Peter Griffiths...*Peter Griffiths*..... Chairman of the Parish Council

**BUSINESS TO BE TRANSACTED**

<b><i>Annual Parish Meeting</i></b>	<b><i>Annual Parish Council meeting</i></b>
1. Welcome and introduction	1. Election of Chairman for 2019/20
2. Election of Chairman for the meeting	2. Receive Chairman's Declaration of Acceptance of Office
3. Presentation by Eden Grove development team	3. Appointment of Vice Chairman for 2019/20
4. Chairman's Annual Report	4. Apologies for absence and declarations of interest
5. Other Councillors' reports	5. Councillors' Acceptance of Code of Conduct and Declarations of interest.
6. Financial Report	6. Authorisation of Minutes of 6 <sup>th</sup> March 2019
7. Public forum	7. County and District Councillor reports
8. Date of next annual meeting – tentatively Monday 18 <sup>th</sup> May 2020	8. Parish Councillor reports: 8.1 Pot-holes 8.2 A66 safety improvements and dualling 8.3 Footway lights 8.4 Support for Hall refurbishment 8.5 Web-site update
	9. Accounts: a. To receive, adopt & sign annual governance and accountability return b. To review and adopt Risk Assessment c. To review and adopt Asset Register d. To review Insurance cover e. To appoint Internal auditor for 2019/20 f. To authorise payments
	10. Appointment of Committees and Parish Council representatives on external bodies
	11. Confirm dates of meetings for 2019 - 20

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO BE PRESENT. THE ANNUAL PARISH MEETING IS YOUR CHANCE TO RAISE ANY MATTER OF CONCERN**