

# Willoughby Parish Council

<b>Summons</b>	M Thomas, Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
<b>Invitees</b>	The General Public
<b>Meeting Chair</b>	Mike Thomas
<b>Minute Taker</b>	Joanne Jarman (Parish Clerk)

## ANNUAL COUNCIL MEETING

I hereby give notice that the Annual Meeting of Willoughby Parish Council will be held in the Village Hall on 16 May 2023 at 7.30pm, to which you are summoned for the transaction of the following business

### Agenda

1. Record of Members Present
2. To Receive Apologies and the Reasons for Such Absence
3. To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office
4. To confirm the approval of the minutes of the meeting held on 17<sup>th</sup> May 2022
5. To receive the completed and signed Acceptance of Office from all Councillors
6. To receive the completed and signed Code of Conduct Declarations from all Councillors
7. To receive the completed Declaration of Pecuniary Interests forms from all Councillors.



Parish Clerk – Joanne Jarman

Email: [willoughbyparishclerk@gmail.com](mailto:willoughbyparishclerk@gmail.com)

Tel: 07809 197817

Website: [willoughbyparishcouncil.org](http://willoughbyparishcouncil.org)