**NOTICE OF AN ANNUAL GENERAL MEETING OF**

**THE PARISH COUNCIL**

**The following Councillors are summoned to attend a virtual meeting of the Parish Council which will take place on the 7thof May 2021 at 6.00PM**

**Cllr T Clements – Chairman, Cllr S Warren, Cllr J Low and Cllr J Guttridge**

***All members of the Council are requested to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder and are reminded that the council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.***

**Public Questions**

There will be a 3-minute public consultation period before the Council meeting opens for the public to ask questions on any items on the Agenda or other matters of interest or concern that they wish to bring to the attention of the Parish Council. Items not on the agenda will be taken to the next meeting.

The Clerk will be recording the meeting for the Parish Council’s records only.

Nicola Phillips - Parish Clerk

26th April 2021

**AGENDA**

**1. Election of Chairman and signing of Declaration of Office (which will be sent via email).**

**2. To receive and accept apologies of absence.**

**3. Election of Vice Chairman.**

**4. Co-option for new members.**

**5. Parish Council legal documents.**

* **To confirm there have been no changes to the adopted policies and procedures for 2021.**

**6. Approval the governance statement and annual accounts.**

***At this point the Chairman will close the AGM and open the Monthly Meeting.***

**7. Declaration of interest and dispensations.**

**8. Approve the minutes 17th March 2021.**

**9. Officers and Chairman’s report (which will be circulated before the meeting).**

**10. Received report from Dorset Council representative.**

**11. Finance:**

To agree: Payment Schedule

**12. Clerk Report.**

**13. Items for next agenda and date of next meeting.**

**If any members of the public would like to attend the virtual meeting, please emial the Clerk at** **clerk@comptaonabbas.org.uk** **, who will send you an invite to join the meeting on Zoom. You will need to download the free Zoom ap of your machine.**