

LONGSDON PARISH COUNCIL

ANNUAL PARISH ASSEMBLY AGENDA

This is a public meeting which by law must be held in May and everyone is welcome to attend and speak if they wish.

These items normally appear on the agenda of an Annual Parish Assembly meeting :-

1. Apologies for Absence
2. Approval of the Minutes from the previous Annual Parish Assembly
3. Matters Arising
4. Receive a Report for the Year
5. Any Other Business

On completion of this meeting an Annual General Meeting commences.

ANNUAL GENERAL MEETING AGENDA

These items normally appear on the agenda of an Annual General meeting :-

1. Apologies for Absence
2. Election of Chair
3. Election of Vice Chair
4. Appointment of Representatives to Staffordshire Moorlands Parish Assembly (2)
5. Appointment of Representative to the Longsdon Memorial Hall Management Committee
6. Appointment of Responsible Financial Officer
7. Risk Assessment Review
8. Any Other Business

Members of the public are welcome to attend but are respectfully requested not to speak during this meeting.

Upon its completion a normal Parish Council meeting commences.

LONGSDON PARISH COUNCIL

AGENDA

The agenda for the Parish Council meeting is typically ready for publication 4 days prior to the meeting.

These items appear on the agenda of most ordinary meetings :-

1. Apologies for Absence
2. Declarations of Interest
3. Chairman's Address
4. Public Comment
5. Approval of the Minutes from the last meeting
6. Matters Arising
7. Correspondence
8. Planning Matters
9. Finance Matters
10. Orders for payment
11. Public Comment
12. Any Other Business
13. Date of Next Meeting

At each ordinary meeting, two Public Comment agenda items are provided for the public to bring matters of concern, views, comments or ideas to the attention of the Council.

Unless specifically asked to do so, the public are respectfully requested not to speak or comment on the issues that Councillors discuss during any other part of the meeting.

Under normal circumstances the business of an ordinary meeting is concluded in around 2 hours.

The date of the next meeting is published on the web site and in the minutes on the Parish Council notice boards around the village.