**Parish of………………………… Margaretting………………………………………………………**

**Dear Sir/Madam,**

**NOTICE OF MEETING**

**I HEREBY GIVE YOU NOTICE that the Annual Meeting of The Parish Council of the above mentioned parish will be held in the Meeting Room at The Village Hall, Wantz Road on Thursday, Twelfth day of May 2016 at 7.30 p.m. This meeting will be immediately followed by an Ordinary Meeting of the Parish Council.**

**To……………………………………………… Signed C.A. Kochan**

**Clerk**

**ANNUAL PARISH COUNCIL MEETING**

**THURSDAY, 12TH MAY 2016**

**AGENDA**

**1. Apologies for Absence**

**2. Election of Chairman**

**3. Election of Vice Chairman**

**4. To appoint Lead Councillors and Representatives as follows:**

**Allotments**

**Community Health**

**Emergency Planning**

**EALC**

**Maldon Road Recreation Field**

**Finance**

**Planning**

**Press**

**Pond Management**

**Rights of Way**

**Transport**

**Tree Warden**

**Village Furniture**

**VHMC**

**ORDINARY PARISH COUNCIL MEETING**

**THURSDAY, 12TH MAY 2016**

**AGENDA**

**1. Apologies for Absence**

**2. Declarations of Interests**

**3. Democratic Time**

**4. Minutes of the Meeting held on Thursday, 14th April 2016**

**5. Matters Arising not on the Agenda**

**6. Accounts – Income and Expenditure**

**7. Community Matters**

**(i) Orton Close**

**(ii)Maldon Road Playing Field**

**(iii) Parish Council Office**

**(iv) Open Reach**

**8. Village Sites**

**(i) Repairs and Maintenance**

**(ii) Pond and Trees**

**(iii) Roads, Pavements, Grass Verges, Rights of Way & Bridleways**

**9.. Queens Celebration**

**10. Planning - Applications and Decisions**

**11. Correspondence**

**12. Any Other Business**

**13. Date and Time next of Meeting**

**Parish Council - Thursday, 9th June 2016 at 7.30 pm**