

WITTON LE WEAR PARISH COUNCIL

Community Centre
School Street
Witton le Wear
DL14 0AS

24-04-2025

Dear Councillor

ANNUAL GENERAL MEETING

You are hereby summoned to attend the Annual General Meeting of Witton Le Wear Parish Council at the Community Centre, Witton Le Wear on Monday, 12th May 2025 at 6:15 p.m. for the purpose of transacting the following business.

Yours faithfully,

Michael McLaren – Parish Clerk

AGENDA

1. Election of Chairperson
2. Declaration of Acceptance of Office of Chairperson
3. Apologies for absence
4. Election of Vice Chairperson
5. Appointment of Responsible Financial Officer
6. Cheque signatories & online banking
7. Standing Orders
8. Financial Regulations
9. Asset Register (annual review)
10. Risk Assessment (annual review)
11. Unaudited accounts for the year ended 31st March 2025
12. Dates and times for future meetings