

Dear Councillor,  
we summon you to attend the **ANNUAL GENERAL MEETING** of the Great Clifton Parish Council on

**Date:** Thursday 20 May 2021

**Time:** 7:00pm

**Location:** Great Clifton Village Hall

## AGENDA

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In light of Covid-19 a risk assessment will be completed in order to hold a safe environment for the parish councillors and members of the public attending the meeting. I set out in this agenda the arrangements for safely holding a parish council meeting for all attending.

- You should adhere to social distancing, hand sanitising on entry and exit, the wearing of face masks.
- After 17 May 2021, the maximum number of the public that can attend a meeting is six.
- Papers will not be handed out at the meeting but emailed to councillors prior to the meeting. I as clerk will sign councillors in to confirm their attendance.
- I will set up a screen for persons to view agendas and papers for those who do not have printers.
- The meeting should be completed as soon as possible but not exceed two hours.

**1. Welcome**

**2. Election**

Chair

Vice Chair

**3. Apologies for absence**

To receive apologies for absence

**4. Minutes**

To authorise the Chair to sign the minutes of the Parish Annual General Meeting held on 16 May 2019 as a true record.

**5. Chairman's Report**

**6. Clerks Report**

To receive a report for the activities of the parish council for 2020/2021

**7. Public Participation**

To receive comments from members of the public

Agenda for minutes Ref:- *AGM-113*

Signature.....  
If accepted by your Parish Council