

# Lynesack and Softley Parish Council

Helmington Manor

Helmington Row

Crook

Co.Durham

DL15 0SA

Email: [lynesackandsoftleyparishcouncil@outlook.com](mailto:lynesackandsoftleyparishcouncil@outlook.com)

Web site: [www.lynesackandsoftleyparishcouncil.co.uk](http://www.lynesackandsoftleyparishcouncil.co.uk)

13/5/2021

I hereby summon you to attend the Annual Parish Assembly, followed by the Annual meeting of the Parish Council, in Butterknowle village hall at 7pm on Thursday 20<sup>th</sup> May 2021.

Please forward any apology for absence to the clerk, prior to the meeting.

Yours faithfully

Christine Dodd  
Clerk to the Parish Council

## **Parish Assembly**

Bull Piece update

Yearly update

Any other business

## **Annual meeting of the Parish Council**

1. Election of Chairperson and signing of the declaration of acceptance of office
2. Election of Vice Chairperson
3. Apologies for absence
4. Declaration of interest
5. Completion of new style ROI's
6. Minutes from last meeting to approve, date and sign
7. Matters arising from the minutes
8. Accounts/Finance:
  - a) Invoices to approve
  - b) Balance at bank
  - c) Receipts
  - d) Zurich Insurance renewal
  - e) Copley village hall donation
9. Planning applications
10. Planning decisions
11. Highways/parish matters – to include no parking signs, allotments, Rospa, cooption/advertising of new Councillors
12. Officers, members report
13. Items for future consideration
14. Correspondence
15. Any other business
16. Date of next meeting: Thursday 17<sup>th</sup> June 2021 Butterknowle village hall 7pm