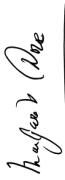


East Down Parish Council

**Notice of the
ANNUAL PARISH COUNCIL MEETING
at East Down Village Hall
Monday 16th May at 7.30 p.m.
to be followed by the May meeting**

AGENDA

1. Apologies for absence from meeting
2. Election of Chairman (The Chairman will then sign the declaration of acceptance of office)
3. Election of Vice Chairman (The Vice Chairman will then sign the declaration of acceptance of office)
4. To confirm the appointment of the Parish Clerk/Proper Officer (Present arrangement – The Clerk)
5. Formal Risk Assessment – covering financial and non-financial risks. (Present arrangement – report approved 18th April 2016)
6. Authorisation of signatures:
(a) Lloyds Bank - East Down Parish Council Account
(c) Lloyds Bank – East Down P3 Account
(b) Lloyds Bank - Rural Alliance Account
(Present arrangement – any two councillors to sign cheques, stubs and vouchers)
7. Appointment of 3 Representatives to serve on East Down Village Hall Committee (Present arrangement – Cllr Mr. K. Phillips, Cllr Mrs E. Kempf, and Mrs A. Green)
8. Appointment of 2 Voting Representatives to North Devon Rural Alliance
9. Election of Trustee for Pine Charity (Present arrangement – Mrs Margaret Done
10. Adoption of Standing Orders

Signed.....
Margaret Done (Clerk to Parish Council)