



WEST BUTTERWICK PARISH COUNCIL

Clerk – Clare Boyall
Tel: 07876194049

10 May 2021

To All members of the Parish Council

Dear Councillor

ANNUAL PARISH ASSEMBLY MEETING OF WEST BUTTERWICK

Covid Guidance

Any person attending this meeting must wear a face mask at all times. Please use the hand sanitiser provided before entering the meeting room. The maximum capacity of the meeting room is 30 people.

You are hereby summoned to attend the Annual Parish Assembly Meeting of West Butterwick to be held at Fred Wooffitt Memorial Hall, West Butterwick Monday 17 May 2021 to commence at 7.00pm.

Yours sincerely

C Boyall

Clare Boyall
Clerk

This council supports the right of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

Agenda Business to be conducted

- 1 To receive apologies for absence.
- 2 To resolve the minutes of the Annual Assembly meeting held on 13 May 2019.
- 3 Chairman's Report on Parish Council activities over the last 2 years.
- 4 To Receive any items raised by parishioners.
- 5 To resolve the date and time of the next meeting.
Monday 16 May 2022