
BURTON LATIMER
TOWN COUNCIL
www.burtonlatimer.org

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Members of the Public & Press
Burton Latimer

Our Ref: Agenda May 2018
Your Ref:
Date: 25 April 2018

Dear Member of the Public/Press

You are invited to attend the **Burton Latimer Annual Parish Meeting** on the **01 May 2018** commencing at **7.00 p.m.** at the **Civic Centre, High Street, Burton Latimer** for the purposes of transacting the business listed hereunder. Please contact the Clerk should you require a copy of any reports referred to in the agenda.

A Public Forum will take place from 7.00 pm to 7.15 pm. to give members of the public and the press the opportunity to address the Town Council on any matters they wish to raise.

Yours sincerely

Councillor M. Jerram

Town Mayor

BURTON LATIMER ANNUAL PARISH MEETING
AGENDA

1. Apologies
2. **Resolution:** Approval of Minutes of the Burton Latimer Annual Parish Meeting held on 02 May 2017
3. Town Council's Annual Report 2017/2018
4. Cllr Maureen Jerram - Town Mayor's Retiring Speech

Members of the public can address the Council on any items on the Agenda for not more than 3 minutes when the item is discussed, provided that at least 3 working days notice is given to the Clerk.

Reporting on Meetings of the Council

Members of the press and public are entitled to report on meetings of the Council, Finance & General Purposes Committee and Planning Committee, except in circumstances where they have been excluded in accordance with national rules.

If you wish to report on this meeting, please telephone 07732331946 or email georgesneddon@talktalk.net at least two days before the meeting to enable the Council to provide reasonable facilities for you to do so. Failure to advise the Council of your intention may mean the necessary facilities will not be available.

If you are planning to attend, and do not wish to be recorded or photographed, please inform the Chair at the start of the meeting.