

7th May 2024

Dear Councillor,

You are summoned to attend the Annual Parish Council Meeting (APCM) to be held on Monday 13th May 2024 in the Oak Hall at the Village Hall, commencing at 7:00pm.

You are further summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 13th May 2024 in the Oak Hall at the Village Hall, immediately following the APCM.

The new Chair and Vice-Chair will be given Declarations of Acceptance of Office forms at the APCM.

Councillors are reminded that it is the responsibility of each individual Councillor to complete a Register of Interests form. The form has been circulated electronically and should be brought along to the meeting. Each year I will remind you of your responsibility to complete a new form following any change. Please let me know if you need a form.

I attach Agendas for both meetings, relevant minutes and the Clerk's Report. Certain documents referred to in the agenda have also been circulated to you electronically, paper copies will be available on the night. Please find time to read through the information before the meeting making any notes you need to against each item.

Yours sincerely



K E Adamson
Clerk to Rainhill Parish Council



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