

# Leiston-cum-Sizewell Town Council

John Rayner, Town Clerk,

24<sup>th</sup> April 2017

Dear Sir/Madam,

**You are hereby summonsed to attend the ANNUAL GENERAL MEETING of the LEISTON-cum-SIZEWELL TOWN COUNCIL to be held in the COMMUNITY CENTRE, King Georges Avenue, Leiston, on TUESDAY 2<sup>nd</sup> MAY 2017, at 7.30 p.m.**

Town Clerk

Presentation of Chairman's Cup at 7.20pm

## **A G E N D A**

1. Election of Chairman
2. Minutes of the Meeting held on 4<sup>th</sup> April 2017.
3. Chairman's Report for the past year.
4. Appointment of Vice-Chairman.
5. To consider membership of Committees, Working Parties and representatives on outside bodies.
6. To appoint signatories for cheques.
7. Appoint member to be responsible for verifying bank reconciliations in accordance with Finance Order 2.2
8. To approve use of variable Direct Debits in respect of all utilities, software contracts, NEST pensions, rates and photocopier for further two years.
9. To approve the continued use of BACS transfer for all wages, salaries, pensions and Film Company Invoices for further two years.
10. Loan of Artefacts to the Long Shop Steam Museum and the Primary School.

Followed by  
**TOWN MEETING**  
**8.00 pm**

**Residents and representatives of Town organisations are welcomed and are invited to take the floor for the Annual Town Meeting.**