

## FAIRBURN PARISH COUNCIL

Clerk and Finance Officer: Mrs FMA Farman. Three Greens, The Green, Gateforth, YO8 9LF  
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**Official Notice and Agenda for Fairburn's Annual Parish Meeting to be held on Tues 25 May 2021 at 18:30 in Fairburn Community Centre**

- Any parishioner is entitled to attend this meeting and raise any concerns or questions they may have about the parish with the Parish Council.
- The Public Forum will last no longer than 15 minutes. No resident may speak for more than 3 minutes.
- These concerns and questions **must** be written and received by the Clerk **5 days before the meeting**.
- Clerk to make note of names of parishioners attending the meeting.
- All present to sign Attendance Book.

### Agenda items

**APM2101. Election of person to chair the Annual Parish Meeting** – if the current Chairman or vice-chairman of the parish council is not in attendance.

**APM2102. Welcome** - Chairman to welcome councillors and members of the public

**APM2103. Apologies**

**APM2104. Minutes of 2019 APM** – If accepted, chairman to sign.

**APM2105. To receive report of parish council activities since May 2020** – to be given by the current chairman, if present, or vice-chairman or a councillor

**APM2106. To receive electors' comments about the report** – for information only, clerk to take notes.

**APM2107. Public Forum** - Electors present at the meeting to raise any queries **previously sent to the Clerk by email or letter**. The clerk to take notes for the council's future reference.  
**Public and Councillors, please note – this is not an open question and answer time but an opportunity for residents to voice any issues or concerns they may have**

**APM2108. Closure of APM**

Signed: *S M Hawking* Chairman

Date: 14<sup>th</sup> May 2021