

 Clerk Miss Jessica Mason

 17 Keats Avenue

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 Essex

 CM7 1HB

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I hereby give notice that you are summoned to attend the **Annual Parish Meeting** which will take place on 20th April 2023 in the Village Hall, RCCE Hall, Boreham Road, Great Leighs at 7:00pm to 7:45pm for the transaction of the following business: -

**AGENDA**

**01 Apologies for Absence**

**02 Minutes of 19th May 2022 Annual Parish meeting**

**03 Declarations of Interest**

**04** **Chair’s Report**

**05 Village Reports**

Reports from village organisations, Chelmsford City and County Councillors

**06 Questions and Answers**

Time allowed for attendees to ask questions and requests

Signed…*J.Raven* – Chair of the Parish Council Date:13th April 2022