

Puncknowle & Swyre Parish Council

Situated in the Bride Valley, on the Dorset Coast

**Chairman: -
Councillor Mr G. Fry**

Clerk: Mrs Carolyn Buckland, West Mill Farm,
Puncknowle, Dorchester, Dorset.DT2 9BU
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23rd June 2016

Dear Councillor,

NEXT MEETING OF PUNCKNOWLE & SWYRE PARISH COUNCIL

I am writing to inform you that the next meeting of Puncknowle & Swyre Parish Council will take place on Tuesday 28th June 2016, commencing at 7.30 p.m. in the Village Hall, Puncknowle.

This EXTRA-ORDINARY meeting is to Discuss and Agree the End of Year Accounts 2015/2016 and to Agree and Sign the Annual Audit Form for the Year ending 31st March 2016.

Yours faithfully,

Carolyn Buckland
Parish Clerk

AGENDA

- 1) APOLOGIES FOR ABSENCE**
- 2) DECLARATIONS OF INTEREST**
- 3) PUBLIC TIME**
- 4) FINANCE**

- A. End of Year Accounts for Year ending 31 March 2016.
- B. Completion of Annual Audit Return for Year ending 31 March 2016.

- 5) PUBLIC TIME**

- 6) DATE OF NEXT MEETING**

To note that the Council's next meeting will take place on Tuesday 5th July 2016 commencing at 7.30 p.m.