



Clerk to the Council
Mrs Melanie Whiteside
19 Elm Walk
Rayne
Braintree
Essex CM7 5ES

(01376) 327 217

28th April, 2001

Dear Sir / Madam,

The **2001 ANNUAL ASSEMBLY & PARISH MEETING** of Rayne Parish Council will be held on Friday, 4th May 2001, commencing at 7.30 p.m in the Old School Room, Shalford Road.

The agenda will be as follows:-

1. **ELECTION OF CHAIRMAN.**
2. **ELECTION OF VICE CHAIRMAN**
3. **THE ELECTION OF MEMBERS TO VARIOUS BODIES.**

<u>Committee</u>	<u>2000/2001 Representative</u>
Village Hall Committee	Cllr Smith
Felsted United Charities	Cllr Roberts
EALC Voting Members	Cllrs MacNee, Kukiewicz, Roberts & Meadows
BALC	Cllrs Meadows, Roberts & Jiggins
Traffic Management	Cllr MacNee
Fritch Way Liaison Group	Cllrs Meadows & Jiggins
ECC Footpaths	Cllrs Wootton & Giles
Rayne Village Society	Cllr Kukiewicz
Planning Sub Committee	Cllrs Meadows, Smith, Giles & Kukiewicz
Rayne Primary School	Cllr Kukiewicz (until 2002)
Road Steward Team	Cllrs Roberts, Smith, Giles & MacNee
Notley Liaison Group	Cllr Smith
Rayne Village Tree Warden	Cllr Jiggins
Health Authority Rep	Cllr MacNee
Ramp Project	Cllr MacNee
Street Enhancement	Cllr Shepherd
Groundsman Responsibility	Cllr Jiggins
Cluster Group Co-ordinator	Cllr Roberts
Responsible Financial Officer	The Clerk – Mel Whiteside
Internal Auditor	Cllr Roberts
Accounts to be Agreed by	Cllr Smith
Internal Audit Assessment	Cllr Wootton
Parish Passenger Representative	Cllr Kukiewicz

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4. ANNUAL REPORT BY THE CLERK.
Attached to agenda.

5. CLOSURE.

A handwritten signature in black ink, appearing to read 'Mel Whiteside', written in a cursive style.

Mel Whiteside
Clerk to the Council