



## Great Shefford Parish Council

CLERK TO THE COUNCIL: Mrs Kim Lloyd  
16 Nodmore  
Chaddleworth, Berkshire RG20 7ES  
Tel No.: 07867 310121  
E-mail: [greatsheffordpc@hotmail.com](mailto:greatsheffordpc@hotmail.com)

**Agenda**  
**Thursday 25 May 2017**  
**At 7.40pm**  
**The Annual Meeting of the Parish Council**  
**In the Village Hall**  
**All are welcome to attend**

- 1) Apologies
- 2) Declarations of Interest on Agenda items
- 3) To receive nominations and to hold the Election of Chairman
- 4) Signing of Declaration of Office by the Chairman
- 5) To receive nominations and to hold the Election of the Vice Chairman
- 6) Signing of the Declaration of Office by the Vice Chairman
- 7) Minutes of the Annual Meeting of the Parish - 6 April 2017 to be agreed and signed
- 8) Review and Adoption of Parish Council Subcommittees, their Terms of Reference and their Council Representatives-
  - Great Shefford Village Fayre
  - Emergency Management Team
  - GSAS
  - Parish Newsletter
- 9) Review and Adoption of the
  - Complaints procedure
  - Freedom of Information Requests
  - Standing Orders
  - Finance Regulations
- 10) Open Forum
- 11) Finance
  - a) Bank Accounts on 12 April 2017

Great Shefford Parish Council	£14,438.46
Recreation Ground Account	£10,221.59
  - b) Cheques to approve and sign

100311	K.Lloyd Parish Clerk	£554.98
100312	Valley Community Bus	£100.00
100313	S & S Management Ltd – (litter and grass cutting)	£648.00
100314	FCC Recycling	£24.40

- 12) **CIL Parish Payment** **Clerk**
- 13) **Finance Report 2016-17** **Clerk**
- 13) **Annual Safety Inspection- Sign off 2016/17 Risk Report**
- 14) **Footpath maintenance and notices** **Cllr Ackrill**
- 15) **Matters for future consideration** from Open Forum
- 16) **Councillor Questions and Reports**
- 17) **Clerks Correspondence**
- 18) **Date of next meeting** – June date-to be confirmed  
**Close**

Welcome to Great Shefford Parish Council, your local council representing your community. All meetings are open to the public. On rare occasions the Councillors can decide to exclude you for reasons of confidentiality. An example of this would be the opening of quotations for a specific project and the subsequent debate on commercial matters.

You do not have the right to speak at this meeting unless invited to do so by the Council. Most Parish Councils enforce this rigidly, however we try to ensure that the agenda normally includes an Open Forum of ten to twenty minutes where you are encouraged to bring matters to the attention of the Council.

#### Open Forum

The Open Forum does not form part of the Parish Council meeting, will not be minuted and decisions cannot be reached by the Parish Council on subjects raised that are not the published agenda for the meeting.

Therefore any item you raise that is not on the agenda may need to be deferred to a later meeting at the Council's discretion. In that way it will become an agenda item and decisions can be made.

The Chairman of the Parish Council Meeting will direct the Open Forum.

#### Speaking on an Agenda Item

If you wish to speak on a specific agenda item then:

1. You should make yourself known to the Clerk or to the Chairman of the meeting, ideally before it begins.
2. When the item on the agenda on which you wish to speak is reached the Chairman may choose to invite the Council to suspend the meeting to allow you to speak. As the meeting is suspended at this point any comments made will not be minuted.
3. If the Council agrees then you can speak on the item which is concerning you. Please try to be brief: the Council has a lot to get through at most meetings.
4. Once you have made your points the Chairman will ask the Councillors if they wish to ask you any questions and, if they do, you can reply to those questions.
5. The Chairman will then resume the meeting and the Council will then debate the item. You do not have any right to speak during this debate. The only exception would be if a Councillor, through the Chair, wishes to put another question to you.

Your Parish Council is there to represent you. Please make use of your Councillors.