



Great Shefford Parish Council

CLERK TO THE COUNCIL: Mrs Sandi Ackrill,
Brookside, Wantage Road, Great Shefford,
Hungerford, Berkshire RG17 7DB
Tel No.: 01488 638715
E-mail: parishclerk@greatshefford.org.uk

Agenda

There is to be a Parish Council Meeting on the Thursday 4th December 2014 at 7.40pm
in the Village Hall . All are Welcome to attend

- 1) **Apologies**
- 2) **Declarations of Interest** – on agenda items
- 3) **Open Forum** (time limit at Chairman’s discretion)
- 4) **Planning**
- 5) **Minutes** 6th November 2014 to be agreed and signed
- 6) **Finance**
 - a) Bank Accounts
 - b) Cheques to Approve
- 7) **Budget Discussion for precept requests January 2015**
- 8) **Flooding Forum / Emergency Management Team** on-going matters / updates
Update from recent EMT Meeting Cllr Ackrill
Update on Survey
- 9) **Christmas Tree and Carols around the tree 18th December / Refreshments**
- 10) **Salt Bins** – All bins update
- 11) **Parish Archives -Discussion**
- 12) **Cllr Questions** and reports
- 13) **Correspondence**
- 14) **Matters for future consideration**
- 15) **Date of Next Meeting** – January 8th 2015 7.40pm

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.

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