



## Great Shefford Parish Council

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### Agenda

There is to be a Parish Council Meeting on Thursday 8 September 2016 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** - None
- 5) **Minutes** 14 July 2016- to be agreed and signed

6) **Finance**

- a) Bank Accounts on 12 August 2016

Great Shefford Parish Council	£15,425.18
Recreation Ground Account	£10,221.59

- b) Cheques to Approve

100274	K.Lloyd Parish Clerk (Aug and Sept)	£1,061.30
100275	S & S Management Ltd – (litter and grass cutting)	£828.00
100276	PCC –St Marys and St Stephens contribution	£750.00
100277	FCC Recycling Ltd	£24.40

- 7) **Audit following Annual Return for the year ended 31 March 2016 report** Clerk
- 8) **Agreement of new Authorised Signatories and Completion of Mandate** Chairman/Clerk
- 9) **Community Garden / Village Bench** (Discussion on how to spend £1404.00 which has to be used towards improvement to public open space in the village)
- 10) **Clerk Contract /Payroll and BACS Set up** Chairman /Clerk
- 11) **Options for Storage/Back up of PC electronic files** Chairman/Cllr Storey
- 12) **Football Nets funds and quote approval**
- 13) **Cllr Questions and reports**
- 14) **Correspondence**
- 15) **Matters for future consideration**

## Close of meeting

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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.