



Great Shefford Parish Council

CLERK TO THE COUNCIL: Mrs Sandi Ackrill,
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Agenda of the Annual General Meeting of Great Shefford Parish Council Thursday 1st May 2014 at 7.40pm

- 1) Apologies / Declarations of Interest on Agenda items
- 2) To receive nominations and to hold the Election of Chairman
- 3) Signing of Declaration of Office by the Chairman
- 4) To receive nominations and to hold the Election of the Vice Chairman
- 5) Signing of the Declaration of Office by the Vice Chairman
- 6) Minutes of the meetings of the Parish Assembly 10th April 2014 to be approved
- 7) Review and Possible Adoption of Parish Council Subcommittees, their Terms of Reference and their Council Representatives-
 - Great Shefford Village Fayre
 - Emergency Management Team
 - GSAS
 - Parish Newsletter
- 8) Review and Adoption of the
 - Complaints procedure
 - Freedom of Information Requests
 - Standing Orders (which includes Press/Media Policy)
 - Finance Regulations
- 9) Review of Insurance and Asset register
- 10) Open Forum
- 11) Finance –
 - Cheques and Bank Accounts
 - Audit update
 - Annual Safety Inspection
 - Sign off 2013/14 Risk Report

Clerk
- 12) Planning / Case Officer Reports and Affordable Housing (*meeting suspended if members of the public wish to speak on Applications*)

14/00880/HOUSE – Hab 1 Station Road, - Kitchen extension into existing conservatory additional en suite to rear bedroom and fitting out of garage attic into living space

14/00786/House Elm Cottage – single storey rear extension

14/00459/HOUSE – Gable House – installation of solar PV panels to be mounted on the lean to shed with plastic roof to the rear of Gable House

Pre Planning Application Tolfrek – single dwelling to the left of the property – item to be discussed

14/00893/HOUSE – Bomar – replacement gates

13) Flood Forum and Flooding Update

14) Recreation Ground - discussion and possible decision on contractor new safety surface for toddler play area

15) Personnel Committee – new Subcommittee to be discussed

16) Discussion on Village Matters items raised at Parish Assembly

17) Allotment update

18) Country Fayre - update / related events

19) Matters for future consideration from Open Forum

20) Councillor Questions

21) Correspondence

22) Date of next meeting 5th June 2014

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 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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