

Welford • Hoe Benham • Easton
Welford Parish Council
Weston • Wickham • Halfway

Tuesday 3rd May 2022

To: Councillors Henry Burgoyne-Probyn, Martyne Ellard, David Hunt (Chairman), Sam Kynaston and Paul Stanley.

Dear Councillor,

You are hereby summoned to attend the Annual meeting of **Welford Parish Council**, to be held on **Wednesday 11th May 2022** at 7pm in Wickham Village Hall for the purpose of transacting the following business.

Yours sincerely,



Miss A Boyce. Parish Clerk

AGENDA

1. To receive apologies for absence

2. To receive any Declarations of Interest.

Members are reminded they should declare any known interests in any matter to be considered in this agenda.

3. Election of Chairman and Vice Chairman

4. To confirm and sign the Minutes of the meeting held on 2nd March 2022.

5. OPEN FORUM.

To receive any questions, comments, or representations from the public. The meeting will be suspended for a maximum of 15 minutes. Each member of the public is limited to 5 minutes. No decisions can be made by the Council during public question time. After this period, the meeting will be resumed, and members of the public may only speak when invited to do so.

6. Councillor Vacancy

The Council currently has one vacancy which could be filled by co-option.

7. Reports

District Councillors' Reports
Councillors' Reports
Clerk's Report

8. Planning Matters

9. Parish Plan

10. Byelaws for public spaces

11. Wickham Bench

12. Annual Parish Assembly Wednesday 25th May 2022

13. Re-Appoint Mr David Weller, Internal Auditor to Welford Parish Council

14. Finance

- 13.1) Receipts & payment report - Enclosed
- 13.2) The transferring of funds from the main account to the reserve account, to be considered at the next meeting
- 13.3) Creating an ear marked reserve (EMR) for election expenses, agreed in principle for next years budget
- 13.4) Internet Banking
- 13.5) Approval for ILCA training for Clerk

Welcome to Welford 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 a maximum of 10 minutes where you are encouraged to bring matters to the attention of the Council. Each member of the public is limited to 5 minutes.

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 considered at a future date. 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 the meeting starts.
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. You have a maximum of 5 minutes.

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