



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend the Annual Parish Council meeting to be held at Shalford Village Hall on Friday, 13th May 2022 commencing at 6:00pm for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **To Appoint a Chairman**
2. **To Appoint a Vice-Chairman**
3. **Apologies for Absence.**
4. **To receive member's declarations of interest and dispensations in items on the agenda.**
Dispensations should be requested from the Clerk up to the day before the meeting.
5. **To Receive Declarations of Interests Forms from Members**
6. **To Agree a Meeting Date Schedule for 2022/2023**

Suggested Schedule	
May 18th 2022	November 16th 2022
June 15th 2022	January 18th 2023
July 20th 2022	February 15th 2023
September 21st 2022	March 15th 2023
October 19th 2022	April 19th 2023

7. **Policies:** To review the following
 - i. Terms of Reference for the HR Committee
 - ii. Standing Orders
 - iii. Financial Regulations

8. **To Agree Councillor Appointments to the following Committees:**
 - i. BALC Representative
 - ii. Village Hall Representative
 - iii. Wethersfield Airbase Scrutiny Committee
 - iv. HR Committee
9. **Councillor Responsibilities:** To allocate the following areas of responsibility
 - i. Highways
 - ii. Transport
 - iii. Footpaths
 - iv. Magazine Author
 - v. Planning Oversight
10. **Minutes:** Acceptance of the minutes of the Meeting of the Parish Council on the 20th of April 2022
11. **Items from Councillors to be added to the next agenda.**
12. **Next Parish Council Meeting:** The next meeting of the Parish Council will be held on the 18th of May 2022

MBaker

Michelle Baker
Clerk to Shalford Parish Council

9th May 2022