

CHESHAM BOIS PARISH COUNCIL

**Councillors are hereby summoned to attend the ANNUAL PARISH COUNCIL MEETING
to be held on Monday 13th May at 8 p.m.
at the Parish Centre, Glebe Way, Chesham Bois
for the purpose of transacting the following business**

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 19102 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Photographic, recording, broadcasting, or transmitting the proceedings of this meeting is permitted in line with the provisions of the Openness of Local Government Bodies Regulations 2014.

A Dealey, Parish Clerk

AGENDA

102.1 To Elect Chair and Vice Chair. Chair to complete Declaration of Acceptance of Office

102.2 Questions and Comments from the public (limited to 15 minutes)

102.3 To Receive Apologies for Non-Attendance

102.4 To Receive Declarations of Interest or Dispensations Relating to this Meeting

In accordance with Sections 30-33 of the Localism Act 2011 and CBPC's Code of Conduct, councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

102.5 To Agree Membership of the following Committee and Working Groups:

- (a) Planning Committee
- (b) Burial Ground Management Working Group
- (c) Common, Woodlands and Burial Ground Maintenance Working Group
- (d) Environment and Sustainability Working Group
- (e) Finance Working Group
- (f) Transport Working Group
- (g) Village Community Working Group
- (h) Communications Working Group

102.6 To agree representation to the following Organisations:

- (a) Amersham Community Board
- (b) Duke of Bedford's Trust

102.7 To appoint Council's Safeguarding Officer

102.8 To Approve the Minutes of 8th April Council Meeting

102.9 To Approve the Minutes of the EGM held on 30th April 2024

102.10 Chair's Report

102.11 Clerk's Report

- i) Council to review and approve purchase of office mobile phone

102.12 Finance

- i) Annual Governance Statement 2023/24 to be approved
- ii) Accounting Statements 2023/24 to be approved
- iii) Internal Audit 2023/24 to be approved
- iv) Asset Register 2023/24 to be approved
- v) Confirmation of the commencement date of the exercise of public rights
- vi) To approve finance reports
- vii) To approve payments
- viii) To approve updated Financial Regulations in accordance with NALC Model Financial Regulations issued in April 2024.

102.13 General Purposes – to Receive Reports from Working Groups

- a) **To Receive the Burial Ground Management WG Chair's Report**
 - i) To consider the option to place advertisements in YourAmersham for a further 3 months and resolve a course of action.
 - ii) To consider proposed amendment to the scope of work for ground maintenance and resolve a course of action.
- b) **To Receive the Common and Woodlands WG Chair's Report**
 - i) To consider the quotes for safety tree work on the common and resolve a course of action.
- c) **To Receive the Transport WG Chair's Report**
- d) **To Receive the Communications WG Chair's Report**
 - i) To consider the quote for printing of the fete programme and resolve a course of action
- e) **To Receive the Environment WG Chair's Report**
 - i) To review and resolve to adopt the Biodiversity Policy
- f) **To Receive the Village Community WG Chair's Report**

102.14 Planning Committee

- i) To note the minutes of the 23rd April Planning Committee Meeting

102.15 Neighbourhood Plan

- i) To note update report.

102.16 Notice of Appeal PL/22/4074/FA

- i) To consider notice received on 7th May 2024 and resolve a course of action.

To be resolved under Section 1 of the Public Bodies (Admissions to meetings) Act 1970, the public be excluded from the meeting for the following item of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

102.17 Contracts of Employment

- i) To review and resolve to adopt the updated contract of employment for the Burial Ground Custodian and resolve a course of action.
- ii) To note the outcome of the Clerk's annual appraisal and agree a course of action.

102.18 Review of Burial Ground costs and procedures

- i) To consider proposed terms and investment to adopt new operational processes and agree a course of action.