

# LANGFORD BUDVILLE PARISH COUNCIL

Clerk to the Parish - Helen Chadwick  
Hatch Green Farm Hatch Beauchamp  
Tel: 07879695904 Email: langfordbudvillepc@gmail.com  
www.langford-budville.co.uk

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 1972 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. Although not a requirement to do so, prior notification to the Clerk by 5pm the previous Friday would enable a full response when appropriate to be given.

**Tuesday 2<sup>nd</sup> May 2023**

To: All members of **Langford Budville Parish Council**

You are summoned to **the Annual meeting of Langford Budville Parish Council** to be held at the Jubilee Hall on **Tuesday 9<sup>th</sup> May 2023 commencing at 7.30 pm**, when the following business will be transacted.

Yours faithfully



**Helen Chadwick**  
Clerk to the Parish Council

**7.30 pm - prior to the start of the meeting following the Annual Parish Meeting**

### **Questions and comments from members of the public (limited to 15 minutes in total)**

Members of the public will be permitted to speak during the meeting with the Chair's permission and in accordance with the Code of Conduct, and also may contact the Clerk ([langfordbudvillepc@gmail.com](mailto:langfordbudvillepc@gmail.com)) by 5 pm on Monday, 8<sup>th</sup> May 2023 to ask questions, raise concerns or make comments on matters affecting Langford Budville Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

### **Reports from County and District Councillors (10 mins)**

The County and District Councillors are invited to give short oral or written reports on matters affecting Langford Budville Parish.

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### **1. Election of Chair and Vice Chair in accordance with Standing Order 5 g (5 mins)**

Declarations of Acceptance of Office to be signed

### **2. Apologies (1 min)**

Members will be expected to provide reasons for absence. Members are reminded that absence for six consecutive meetings without approval could lead to disqualification.

### **3. Declarations of Interest (1 min)**

The Code of Conduct requires that Members disclose interests of a personal, prejudicial and pecuniary nature that may be pertinent to tonight's business. A prejudicial or pecuniary interest will require the member to leave the room during the discussion of the relevant item.

In cases of uncertainty members are recommended to consult the Clerk.

### **4. Minutes (1 min)**

The Minutes of the meetings held on 17<sup>th</sup> April 2023 have been circulated with the summons to this meeting.

### **5. Casual Vacancies (10 mins)**

The Council will consider co-option to fill the current vacancies

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## **6. Insurance (5 mins)**

Clerk to present proposal to renew insurance.

## **7. Updates to Parish Council Documentation (15 mins)**

To approve the updated 2023 Standing Orders, Financial Regulations, Code of Conduct, Meeting Code of Conduct plus Safeguarding Policy.

## **8. Finance (15 mins)**

### **8.1 Bank Reconciliation**

The Council will consider the bank reconciliations.

### **8.2 Schedule of Payments**

The Council will approve the Schedule of Payments

### **8.3 Annual Review of Risks**

The Council will receive the Annual review of Risks from the Clerk

## **9. Agenda Items for next meeting (5 mins)**

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Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed, but it would be helpful to let the Clerk know of any plans to film or record so that all necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of the public exercising their right to speak during Public Question Time may be recorded.