



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Jennifer Endean
Deputy Clerk: Mrs Julia Gale
Planning Clerk: Mrs Jane Sounes

To: Members of Theydon Bois Parish Council

19th May 2023

The meeting will be held in the Small Hall at the Village Hall.

You are hereby summoned to attend the Annual Meeting of Theydon Bois Parish Council at Theydon Bois Village Hall at **7:30pm on Thursday 25th May 2023** for the purpose of transacting the following business:

Jennifer Endean
Clerk to the Council

Agenda Annual Meeting

1. Election of Chair

- 1.1 To Propose and Second nominations for the office of Chairman of the Council and, if there is more than one nominee, to vote thereon.
- 1.2 To execute the declaration of acceptance of office of Chairman of the Council.

2. Election of Vice Chair

- 2.1 To Propose and Second nominations for the office of Vice-Chairman of the Council and, if more than one nominee, to vote thereon.

3. Apologies for Absence.

4. Committees

- 4.1 to Discuss and agree Committee Members.

5. To discuss & approve the Minutes of the Parish Council Meeting held on Wednesday 26th April 2023.

6. Disclosure of Interests with regard to specific items on the Agenda (existence of any Disclosable Pecuniary Interest, or existence and nature of Other Pecuniary Interest or a Non-Pecuniary Interest). The Council has adopted the Essex Public Law Partnership Code of Conduct.

7. Public Participation session with regard to specific items on the Agenda.

8. Police Report from PC Cook.

9. Clerk's Report – Correspondence.

10. Reports from Parish Council representatives on outside organisations.

11. Finance Committee

- 11.1 To approve the payments made since the last meeting.
- 11.2 To receive annual report.

12. Planning Committee

- 12.1 To receive an update on planning matters since the last Meeting.
- 12.2 To receive Annual Report.

13. Highways, Cemetery and Environment Committee

- 13.1 To receive an update on Highways, Cemetery and Environment matters within the Village.
- 13.2 To receive annual report.
- 13.3 To discuss communication with EFDC Officers.
- 13.4 To approve the quote from Essentials of £580 + Vat to replace two cameras.

14. Community Engagement Committee

- 14.1 To receive an update on Community Engagement matters within the Village.
- 14.2 To receive annual report.
- 14.3 To discuss the Emergency Plan.

Any Other Urgent Business for report (without decision)

- 15. Please note that no decisions can be lawfully made under this item. The Local Government Act 1972 section 12 10 (2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for decision.

16. Public Participation session with regard to items of interest to the Parish.

17. The following items exclude Press and Public:

Cemetery matters

Signed: Jennifer Endean Clerk to the Council

Dated 19th May 2023