



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

20th May 2022

Important Guidance - please read: -

The meeting will be held in the Poplar Room at the Village Hall. Hand sanitiser will be provided. We will not be providing paper copies of the Agenda, so should you wish to receive a copy of the Agenda please email the Parish Clerk for an electronic copy.

You are hereby summoned to attend the Annual Meeting of Theydon Bois Parish Council at Theydon Bois Village Hall at **8pm on Thursday 26th May 2022** for the purpose of transacting the following business:

Jennifer Endean
Clerk to the Council

Agenda Annual Council Meeting

1. Election of Chairman

- 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-Chairman

- 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. Membership of Committees

- 4.1 To discuss and approve the membership of Committees.

- 5. To discuss & approve the Minutes of the Parish Council Meeting held on Thursday 31st March 2022.**

- 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. Clerk's Report – Correspondence**

- 9. Reports from Parish Council representatives on outside organisations.**

- 10. Finance and General Purposes Committee**
 - 10.1 Approve Payments made since last meeting.
 - 10.2 Approval of the Council's Accounts for the year ended 31st March 2021.
 - 10.3 To note the Internal Auditor's report.
 - 10.4 To receive and approve Sections 1 (Annual Governance Statement); and
 - 10.5 Section 2 (Accounting Statements) of the Annual Return (AGAR) for the Council for the year ended 31st March 2021.
 - 10.6 Discuss and agree increase in CCTV Budget for coming year.
 - 10.7 CCTV policy update. To review and approve the revised CCTV policy.

- 11. Planning Committee**

To receive an update on planning matters since the last Meeting.

- 12. Highways, Cemetery and Environment Committee**

To receive an update on Highways, Cemetery and Environment matters within the Village.

- 13. Community Engagement Committee**

To receive an update on Community Engagement matters within the Village.

14. Any Other Urgent Business for report (without decision)

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.

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

16. The following Agenda item will exclude press and public.

Staff Matters

Signed: Jennifer Endean Clerk to the Council Dated 20th May 2022