

# CHESHAM BOIS PARISH COUNCIL

**Councillors are hereby summoned to attend the ANNUAL PARISH COUNCIL MEETING  
to be held on Monday 12<sup>th</sup> May at 8 pm  
at the Parish Centre, Glebe Way, Chesham Bois  
for the purpose of transacting the following business**

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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 19116 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

### **116.1 To Elect a Chair and Declaration of Acceptance of Office**

### **116.2 To Elect a Vice Chair and Declaration of Acceptance of Office**

### **116.3 To Receive Acceptance of Office from Newly Elected Councillors**

### **116.4 Questions and Comments from the public (limited to 15 minutes)**

### **116.5 To Receive Apologies for Non-Attendance**

### **116.6 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.

### **116.7 To Agree Membership of the following Committee and Working Groups:**

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

### **116.8 To agree representation to the following Organisations:**

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

### **116.9 To appoint Council's Safeguarding Officer**

### **116.10 To Approve the Minutes of 14<sup>th</sup> April Council Meeting**

### **116.11 Clerk's Report**

- i) To note Clerk's report
- i) To consider quotations for repairs to Tenterden Spinney Play area and resolve a course of action

## **116.12 Finance**

- i) Annual Governance Statement 2024/25 to be approved
- ii) Accounting Statements 2024/25 to be approved
- iii) Internal Audit 2024/25 to be approved
- iv) To approve finance reports
- v) To approve payments

## **116.13 General Purposes – to Receive Reports from Working Groups**

- a) **To Receive the Burial Ground Management WG Chair's Report**
  - i) To note the Chair's report
- b) **Common and Woodlands WG**
  - i) To consider the quotations for marking the parish boundary and resolve a course of action
- c) **To Receive the Transport WG Chair's Report**
  - i) To note the Chair's report
  - ii) To resolve to use funds from the Transport reserve to purchase 6 x MVAS battery units
- d) **To Receive the Communications WG Chair's Report**
  - i) To note the Chair's report
  - ii) To approve quote for printing 60 x copies of the Annual Report

## **116.14 Planning Committee**

- i) To note the minutes of the 14<sup>th</sup> April Planning Committee Meeting

## **116.15 Neighbourhood Plan**

- i) To note the Chair's report
- ii) To review draft Pre-submission Plan 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.

## **116.16 Review of Burial Ground costs and procedures**

- i) To review proposed commercials and resolve a course of action
- ii) To review proposed changes to policy terms and conditions and resolve a course of action

## **116.17 Employee Annual Appraisals**

- i) To note the outcome of the Clerk's annual appraisal.
- ii) To note the outcome of the Burial Ground Custodian's annual appraisal.