12th May 2021

To: All Members of Tibshelf Parish Council

Dear Councillor,

NOTICE OF ANNUAL MEETING OF TIBSHELF PARISH COUNCIL

You are summoned to the Annual Meeting of Tibshelf Parish Council to be held at the rising of the Annual Assembly Meeting or 7.30pm, whichever is the earlier, on Tuesday 18th May 2021 in The Village Hall, High Street, Tibshelf.

Members are asked to sign the attendance sheet for the meeting.

Mrs Susan Coldwell
Locum Parish Clerk/R.F.O.

AGENDA

NON-EXEMPT ITEMS

1. To elect a Chairman for the ensuing year
2. The Chairman to take and sign a Declaration of Acceptance of Office
3. Vote of thanks to the retiring Chairman (if appropriate)
4. To elect a Vice Chairman for the ensuing year
5. The Vice Chairman to take and sign a Declaration of Acceptance of Office
6. To receive apologies for absence.
   Council Members are to contact the Clerk giving notice of their apologies and reason direct via email theclerk@tibshelfparishcouncil.gov.uk or telephone before 3.30pm on Tuesday 18th May 2021. After that time, the Clerk will not have access and apologies will not be recorded as accepted. In absolute, unforeseen circumstances, please send a message to the Clerks personal mobile number before 7pm of that day giving apologies and reason.

7. Declaration of Members Interests.
   a) Members must ensure that they complete a Declarations of Interest prior to the start of the meeting and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).

Where a Member indicates that they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.
To receive and approve requests for dispensations from members on matters in which they have a disclosable pecuniary interest.

8. **Public Speaking.**
A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).

9. **Minutes of the Annual Meeting held on 21st May 2019** (attached)
To confirm these are a true record

10. **Report from the Locum Clerk—Recommendations on Committee/Sub-Committee Structure—** (Attached for advice only)

11. **To appoint Committees, Sub committees, working groups for the forthcoming year May 2021 to May 2022**
Lead Member (Chairman) and Councillors

12. **To review Terms of Reference for all Committees and Sub committees**
   a) Terms of Reference Tibshelf neighbourhood Plan Steering Group-(attached)
   b) Terms of Reference Finance committee-attached (sent by Cllr A Beckett)
   c) Terms or Reference Resource committee-attached (sent by Cllr A Beckett)

13. **Dates and Times of Council Meetings 2021/2022 and to determine frequency of Committee meetings** (Draft attached proposed by the Locum Clerk)

14. **Minutes of the Parish Council meeting held on 20 April 2021**
    (Draft attached)

15. **Receipts and Payments for the month of April 2021** (attached)

16. **Timetable for reviewing Standing Orders, Financial Regulations, additional policies required**

**NONE-EXEMPT ITEMS** by reason of:

*Public Bodies (Admission to Meetings Act) 1960*
Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion in accordance with the above Act.

17. **Minutes of the Resource Meeting (Exempt items only) held on 28th April 2021**
   -Attached for approving of accuracy by those present at the meeting

18. **Locum Clerk’s recommendations on a Staff Management Policy—**(Attached)
   a) Example from Flaxton Parish Council to adapt for Tibshelf Parish Council
   b) Organisational Structure draft until staffing review is completed-attached

19. **Proposals for JD review and Staff review from companies whom the Council have requested.** (Attached)

20. **Date and Time of Next Meeting (Pending item 13 above)**