

NABURN PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

Chairman: Laurie Gunson

Official Notice is hereby given that the Annual Meeting of Naburn Parish Council will be held **VIA ZOOM VIDEO CONFERENCE** on **Wednesday 5th May, 2021** at 7:00 pm
Meeting ID 325 377 3705, Password 396838.

Due to covid-19 Parish Council activities are restricted, the meeting will not take place as usual in the Reading Room.

- Meetings are open to the Press and Public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1. The authority to hold meetings via a video conference is The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Section 2 with Press and Public attendance contained in Section 13 of said Regulations Press and public may not speak when the council is in progress; when councillors are discussing council business; and, when councillors are in the process of decision making.
- Any elector is entitled to attend the meeting and any concerns, questions or suggestions will be taken after the chairman welcomes those present. The time for this will be limited to 5 minutes.
- Decisions cannot be made at this meeting on items not on the agenda.
- Recording meetings. You may take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings. Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

AGENDA

20211: Statutory Annual Meeting Business:

Outgoing Chairman's Report

- a) **Election of Chairman** of the parish council
 - i. Councillors to elect a chairman for the year
 - ii. Chairman to accept office – papers to be signed at a later date

- b) **Election of Vice-Chairman** of the parish council
 - i. Councillors to elect a vice-chairman for the year
 - ii. Vice-chairman to accept office – papers to be signed at a later date

20212: Welcome: Chair to welcome councillors, clerk and visitors to the meeting

20213: Apologies/Attendance: Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.

20214: Interests: To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.

20215: Council Polices: To consider polices/procedures which may need revision or to confirm that existing documents remain appropriate.

20216: Financial Summary

Closure of Annual Meeting of the Council