



# Theydon Bois Parish Council

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

Clerk to the Council: Mrs Caroline Carroll  
Admin Assistant: Mrs Julia Gale  
Planning Clerk: Mrs Jane Sounes

To: Members of Theydon Bois Parish Council

12<sup>th</sup> May 2021

***Important Guidance - please read:-***

*The Government has recently announced the return of face-to-face meetings for Councils. Should you wish to attend this meeting please email the Parish Clerk – [parishclerk@theydonbois-pc.gov.uk](mailto:parishclerk@theydonbois-pc.gov.uk) as soon as possible to reserve your space. The meeting will be held in the Oak Room at the Village Hall to allow for social distancing. Hand sanitiser will be provided and please ensure you are wearing a face covering. 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 on **Tuesday 18<sup>th</sup> May at 7pm** for the purpose of transacting the following business:

Caroline Carroll  
Clerk to the Council

## **Agenda Annual Meeting of the Council**

- 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
  - 2.2 To execute the declaration of acceptance of office of Chairman of the Council
- 3. All councillors to update their Declaration of Interests forms which are to be emailed to the Clerk for forwarding to EFDC as per email of 23<sup>rd</sup> March (copy again sent to Councillors 12<sup>th</sup> May)**

**4. Apologies for Absence**

**5. Disclosure of Interests with regard to 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.**

**To discuss & approve the Minutes of the Parish Council Meeting held on 29<sup>th</sup> April 2021**

**6. Public Participation session with regard to items on the Agenda**

**7. Co-option of Councillors**

**8. Roles and Responsibilities/Terms of Reference/Standing Orders**

8.1 Review of delegation arrangements to committees, sub-committees, employees and other local authorities (referred to in Standing Orders 2 L (iii, iv & v detailed below).

(iii) Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

(iv) The Review process for the terms of references for committees.

(v) The Review process for or the adoption of appropriate standing orders and financial regulations

8.2 To appoint representatives to External Bodies

8.3 Nominations for and appointment of any new committees

8.4 To note the dates of the meetings of the main Council Meetings for the year ahead (as previously circulated)

**9. Finance and General Purposes Committee**

9.1 Annual report from the Finance & General Purposes Committee

9.2 Approval of the Council's Accounts for the Year Ended 31<sup>st</sup> March 2021.

9.3 To receive and approve Sections 1 and 2 of the Annual Return for the Council for the year ended 31<sup>st</sup> March 2019.

9.4 To note the Internal Auditor report

9.5 To note arrangements for insurance cover in respect of all insured risks and to give confirmation of cover

**10. Planning Committee**

10.1 To receive an Annual report from the Planning Committee

**11. Highways and Environment Committee**

11.1 To receive an annual report from the Highways Committee

**12. Community Liaison Committee**

12.1 To receive an Annual report from the Community Liaison Committee

**13. Feedback from Epping Forest District Council**

**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 – Open forum for members of the public to voice their views or make suggestions on any other Council Business or matters of local importance**

Signed: .....Caroline Carroll

Dated: 12<sup>th</sup> May 2021