

**Little Chalfont Parish Council Fifteenth Annual Meeting  
Will be Held on Wednesday 19 May 2021 at 7.30pm**

**Notice to the Public.** The government has decided that council meetings from now on must take place in person, and online meetings will no longer be permitted. It will be possible to view the meeting by Zoom, but not to participate. Zoom details below. Because of the small size of our hall, Covid restrictions valid this month mean that only three members of the public can be admitted at any one time. We would encourage written representation on any issue to be emailed into the office beforehand [clerk@littlechalfont-pc.gov.uk](mailto:clerk@littlechalfont-pc.gov.uk) or put in the post box at the village hall. Because of these restrictions we have a short agenda, and will have a full agenda at the meeting on 23 June 2021 when restrictions are further lifted.

**Anyone entering the hall must wear a face mask, use hand sanitizer and observe social distancing regulations. There is a one way entrance and exit system in operation.**

**Agenda**

- 1. To elect a Chairman of the council for the council year 2021/22.**
- 2. To elect a Vice-Chairman of the council for the council year 2021/22.**
- 3. To elect a Chairman of the planning committee for the council year 2021/22.**
- 4. To appoint a Vice-Chairman of the planning committee for the year 2021/22.**  
(Note – all members of Little Chalfont Parish Council are also members of the Planning Committee).
- 5. Declaration and delivery of acceptance of office:** Chairman and all councillors to sign declarations of office.
- 6. To Propose and agree membership of committees:**
  - a. Establishment Committee
- 7. To propose and agree membership of working parties:**
  - a. Westwood Park Working Party;
  - b. Community Buildings Working Party;
  - c. Village Hall Management Working Party;
  - d. Nature Park Management Group;
  - e. Co-ordination Group (joint with LCCA)
  - f. Remembrance Day Working Party.
- 8. To propose and agree representation on outside bodies:**
  - a. GE Healthcare Liaison Group;
  - b. Little Chalfont Community Library;
  - c. Little Chalfont Community Association Liaison;
- 9. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins). Or due to restricted numbers written representation read out in the meeting. (3 mins maximum)**
- 10. To accept the previously signed minutes of the meeting held on 14 April 2021.**
- 11. Declarations of Interest.**
- 12. Approval by Chairman of items for Any Other Business.**
- 13. Clerk's report (to follow).**
- 14. To receive reports, as appropriate, from members of outside bodies and working parties.**
- 15. Financial matters:**
  - i. Payment schedule (to follow).
  - ii. End of Year accounts update.
- 16. Risk Assessment staff returning to work.**
- 17. Risk Assessment face to face parish meetings returning to the hall.**
- 18. Great British Spring Clean campaign 28<sup>th</sup> May – 13<sup>th</sup> June**
- 19. Reports and Notifications.**
- 20. Any Other Business.**
- 21. Date of Next Meeting.** 23 June 2021
- 22. To consider a resolution that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw. (The items are confidential because they deal variously with contractual and legal matters.)**
- 23. Staffing.**

Clerk Little Chalfont Parish Council is inviting you to a scheduled Zoom meeting. **For observation only.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86795900621?pwd=dmZITHpBQ0Q4T2FoM3c2b3FKak92UT09>

Meeting ID: 867 9590 0621

Passcode: 464236

One tap mobile

+442080806591,,86795900621#,,,,\*464236# United Kingdom

+442080806592,,86795900621#,,,,\*464236# United Kingdom

Dial by your location

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Meeting ID: 867 9590 0621

Passcode: 464236

Find your local number: <https://us02web.zoom.us/j/86795900621?pwd=dmZITHpBQ0Q4T2FoM3c2b3FKak92UT09>