

Annual Meeting of Clayworth Parish Council

Thursday 7th May 2026, 6:30pm Clayworth Memorial Hall

Notice to attend given by Ed Knox Clerk & Responsible Financial Officer of the Council. All Members of the Council are summoned to attend, for the purpose of considering and resolving upon the proposed business transacted at the meeting as set out in the agenda below:

AGENDA

1. To Elect a Chairman of the Council
2. To Elect a Vice-Chair of the Council
3. To Approve Apologies for Absence
4. To Record Declarations of Interest in any item to be discussed
5. To Approve the previous meeting Minutes
6. Receive Reports from District & County Councillors
7. To Discuss Lengthsman Activities
- Adjournment for 10 (max) Minute Public Forum
8. To Sign the Certificate of Exemption (AGAR Annual Return)
9. To Approve Annual Governance Statement (Section 1 Annual Return) for the previous Financial Year
10. To Approve Accounting Statements (Section 2 Annual Return) for the previous Financial Year
11. To Set the Dates of the Public Rights for the previous financial year
12. Finance -
 - a. Payments for Approval
 - b. Income Receipts, balance and Bank Reconciliation
13. To note any Planning Responses via the scheme of planning delegation
14. To note any updates from the Emergency Response Group
15. To Discuss the Archivers Award Decision

Guidance for Members of the Public Present at Parish Council Meetings

- 1.1. Meetings, including virtual ones, 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. A reason shall be given on the Agenda for the public's exclusion and the following types of business shall be classed confidential:
 - 1.1..1. **Staffing matters** (including, but not limited, to contracts of employment, salaries, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual)
 - 1.1..2. **Tenders & Contracts** (including, but not limited to, terms of tenders & contracts, proposals and counter proposals, consultations and negotiations of contracts, including tenancies and hire agreements and or negotiations relating to Contractor labour or financial/business affairs of a person.)
 - 1.1..3. **Legal Proceedings** (including, but not limited to, preparations, proposals and discussions, correspondence/communications with the Councils legal representative, solicitor(s) or courts)
 - 1.1..4. **Disputes** (the early stages of any dispute)
 - 1.1..5. **Councillor Co-option** (to discuss the merits of each applicant and their personal attributes. To allow the Council to either decline the applicant or offer to co-opt the candidate to the Council.) Once each candidate has been seen, the Chairman will re-admit the members of the press and public.
 - 1.1..6. **Crime** (Information relating to any action taken, or to be taken in connection with crime prevention, crime investigation or crime prosecution.) This is so that potential perpetrators of crime are not made aware.

Members of the public are allowed to attend as **observers** of our meetings; it is the public's statutory right under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972. However, the Public have the right to be present at the Council meetings (bar the above exceptions), the law does not give members of the public the right to participate in the meeting nor hear clearly what the Council members or clerk is saying. Once the Chairman has commenced the meeting, all members of the public shall remain silent at all times.
- 1.2. Members of the public are requested to switch their mobile devices to silent for the duration of the meeting.
- 1.3. The Public Forum is outside of the Council meeting. It is regarded best practice (however there is **no** legal right to have this section or any interaction with the public) for councils to have an agenda item where members of the public are permitted to put questions to the council lasting for a maximum of 15 (Fifteen) minutes, allows members of the public to speak.
- 1.4. A member of the public shall raise their hand (or wave if virtually) when requesting to speak (except when a person has a disability preventing the raising of their hand or is likely to suffer discomfort due to an injury).
- 1.5. A member of the public who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 1.6. No individual member of the public shall speak for more than 5 minutes.
- 1.7. Only one member of the public is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking
- 1.8. A question shall not require a response at the meeting nor start a debate on the question from the Council. However, at the discretion of the Chairman, the Council may give a response or may start a debate or decide to add a question asked to the next Agenda.
- 1.9. All statements, questions and any responses potentially given should be fact related and not personal in nature. There should be no personal views about individuals made.
- 1.10. At the end of the 15-minute period the Chairman shall draw the public forum to a close and reconvene the Parish Council meeting
- 1.11. **All persons' present will act respectfully towards every other person present and must not act in any manner which demeans, insults, belittles, threatens, intimidates any another person.**
- 1.12. **All statements, questions, challenges, responses, or criticisms shall be made politely.**
- 1.13. Members of the public must not move towards the Councillors, away from the public seating area without consent of the Chairman during the meeting.

1.14. During the Council meeting, the Chairman may at their discretion, adjourn the meeting to allow a member of the public to speak on a subject, if the Chairman feels that it will be of benefit to the debate. The Chairman shall then reconvene the meeting.

1.15. The Chairman's decision is final on public participation

1.16. At the conclusion of the Public Forum members of the public shall remain silent except that the Council may, by resolution, agree to close the meeting to allow a member(s) of the public to comment.

1.17. No smoking or alcohol consumption shall be permitted at meetings.

2. Disorderly Conduct at meetings

2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If disorderly conduct occurs, the chairman of the meeting shall request such person(s) to moderate or improve their conduct. The clerk or chairman may eject such persons to the waiting room of the virtual meeting, remove them from the virtual meeting altogether or mute them. In person meetings, the Chairman will ask the member of the public to leave if the behaviour warrants it in the opinion of the Chairman, if they refuse the meeting maybe abandoned.