

# Evercreech Parish Council

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## Notice of the Annual Council Meeting

Members of the Public and Press are invited to attend all Council Meetings (Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	<b>Evercreech Parish Council, <u>Annual Council Meeting</u> followed immediately by the Full Parish Council Meeting.</b>
Time...	<b>19:00hrs</b>
Date...	<b>7<sup>th</sup> May 2024</b>
Venue...	<b>Evercreech Village Hall (subject to change)</b>

Councillors will be discussing all the items listed on the agenda.

Yours faithfully,

Lynn Crisp  
**Parish Clerk**

Members are reminded that Evercreech Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and disorder, Health and Safety and Human Rights.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

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## **PUBLIC SESSION**

Questions and comments are invited from members of the public (**limited to 15 minutes in total, each individual limited to 3 minutes**). As issues raised during the public session may not relate to items on the agenda, no resolution for action can be taken<sup>1</sup>. A record of public participation shall not be included in the Minutes.

### **Reports from District and County Councillors**

Short oral reports are invited from District and County Councillors, regarding matters affecting Evercreech and the wider local community (if applicable to the local community)

001 **Meeting open time**

**Present:**

002 **Election of Chair. Chair to sign declaration of office.**

003 **Election of Vice Chair. Vice Chair to sign declaration of office.**

004 **Cllr Vacancies**

005 **Appoint Cllrs to roles and responsibilities**

006 **Meeting Close**

Time:

Lynn Crisp