

WATERBEACH PARISH COUNCIL

Notice of Meeting

Notice is hereby given that the **Annual Meeting of the Parish Council** will be held at **7:30PM** on **Tuesday the 10th of May 2022** in the Baptist Church, Chapel Street, Waterbeach, and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

All new councillors are invited to meet at the **Baptist Church** at **7PM** before the meeting to sign declaration of acceptance of office letters.

Belinda Westwood

Clerk to Waterbeach Parish Council
5th May 2022

AGENDA

22/26 ELECTION OF CHAIRMAN

To elect the Chairman of the Council for the ensuing municipal year.

22/27 THOSE PRESENT / APOLOGIES FOR ABSENCE

22/28 ELECTION OF VICE CHAIRMAN

To elect the Vice Chairman of the Council for the ensuing municipal year.

22/29 OPEN FORUM

Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g). Anyone wishing to speak needs to be present at the beginning of the meeting. This is not a forum in which to raise complaints about the Parish Council or its staff, which should in the first instance be directed privately to the Parish Clerk so that it can be independently investigated in accordance with the Council's complaints procedure.

22/30 MEMBERS' INTERESTS

To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item. Those

councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.

22/33 APPOINTMENT OF COMMITTEES

To appoint members to formal committee, and panels for the ensuing municipal year and to appoint Chair to those Committees. Details of current appointments are being circulated.

22/34 TERMS OF REFERENCE REVIEW

To note the terms of Reference for the following:

- [Planning Committee](#)
- [Finance Committee](#)
- [Highways Committee](#)
- [Employment Panel](#)
- [Rec Users Group](#)

22/35 WORKING PARTIES

To agree what working parties need to be established and agree membership.

22/36 KEY DOCUMENTS

To note the [Standing Orders](#)

To note the [Financial Regulations](#)

To note the protocol on [informal engagement](#) with major developers

To note the WPC [Complaints Procedure](#)

To note the [asset register](#)

22/22 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES

To receive updates (if any) from the Clerk, [County Councillor](#), [District Councillors](#), Library Officer, Tree Officer, Chair of the Parish Council and Committee/Group Chairs.

22/23 HEALTH AND SAFETY

To receive updates (if any).