



## ALDERCAR & LANGLEY MILL PARISH COUNCIL

E mail [Clerk@almpc.co.uk](mailto:Clerk@almpc.co.uk)

Tel 07949 646000

20 January 2022

To: The Chairman and Members of Aldercar & Langley Mill Parish Council

Dear Councillor,

You are summoned to attend a **Meeting of Aldercar & Langley Mill Parish Council** on **Thursday 27 December 2021** at **6.30 pm** to be held at **The Langley Mill United Cricket Club, Amber Drive.**

### Public attendance at Parish Council meetings

The Parish Council is an open and transparent local authority and encourages public attendance at meetings. However, in line with COVID safety advice we must ensure the safety of all attendees and request that face masks and hand sanitiser continue to be used.

The number of members of the public who can be safely accommodated at each meeting will be dealt with on an individual basis, taking into account factors such as size of the membership and room capacity.

If you wish to attend in person, you are requested to contact the Clerk whose details are included on the meeting agenda in order to discuss arrangements and give advance notice of any matters that you wish to raise. If you attend the meeting without contacting us in advance, there may not be a place available for you.

### You should not attend a meeting in person if:

- you have coronavirus symptoms: a high temperature, loss or change to sense of smell or taste, a new continuous cough.
- if you have tested positive for COVID-19 or are waiting for a test result.
- if you have been instructed by the NHS to self-isolate.
- you have recently returned from travel abroad and should be either self-isolating or quarantining.

## Keeping meetings, employees and visitors safe

When you attend the meeting, keep yourself and others safe by following the Government's advice at all times.

In the event that we have to contact attendees after the meeting, we ask that you provide the Clerk with your name, email address and telephone number in advance of the meeting date. Your details will be held on record for 21 days from the date of the meeting and then they will be securely deleted.

Yours sincerely,

Andrew Sharpe  
**Clerk and Responsible Finance Officer**

## AGENDA

1 To receive apologies for absence

2 Declaration of Members Interests

3 Public Speaking – (15 Minutes)

A period of not more than 15 minutes will be made available for members of the public and members of the Council to comment on any matter. Members of the public should wherever possible give 3 clear days' notice of any matters to be raised by contacting the Clerk. Please also see the note at the start of the agenda on public attendance.

The Police, County Councillor and Borough Councillor may also speak at this point but as with the public must contact the Clerk in advance to confirm their attendance.

4 Dispensations

To report any dispensations granted by the Clerk under the agreed procedures and to consider any further requests received.

5 Co-option of Councillor

To interview a candidate for co-option onto the Council.

6 Minutes

25 November 2021.

7 Chairman's Announcements

To include matters relating to the bus trips.

8 Financial Matters

(a) Accounts for Payment.

(b) Bank Reconciliation

(c) Budget and Precept

- (d) Financial risk assessment, Standing Orders and Financial regulations review.

9 Clerks Report

- (a) Covid 19 update

Clerk to update including any associated service matters.

- (b) Parish Magazine

To update on the Parish Magazine.

- (c) Christmas Lights

To update on arrangements for Christmas Lights 2022 and review 2021.

- (d) Future Meeting dates

To agree a schedule of meetings for 2022.

10 Planning and Licensing

Planning and licensing applications will be reported at the meeting.

11 Correspondence

PART 2

The Public and Press to be excluded.

12 Staffing Matters

To consider a report on Staffing Matters.