

GUIST PARISH COUNCIL

C/O Tracey Reynolds, 3 Oaklands, Little Snoring, Fakenham. NR21 0JG

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AGENDA

**Annual meeting of Guist Parish Council which will take place on 30th May
2022 at 6.45pm Village Church**

ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

**OPEN FORUM – this is for members of the Parish to express their concerns
prior to the meeting.**

1: Election of Chairman – Role of the Chairman – Is a member of the Council and is elected annually

Has the authority at meetings and must be obeyed

Is the interface between the public and the Council

The one to welcome speakers and make them 'feel at home'

Is to make sure the decision is clear for the clerk to act upon

The Chairman on his own has no power to make decisions without the Resolution of the Council.

The Chairman cannot decide which items should appear on the agenda for meetings. The Clerk is responsible for the agenda, apart from Extraordinary Meetings. Normal practice would be for the Clerk to consult with the Chairman when drawing up the agenda to ensure that appropriate and necessary items are added.

The Chairman should not involve himself in the day to day administration of the Council, but can be a point of reference for officers if agreed by Council

2: Minutes: to be signed as a true record & Matters arising

3: Financial Business:

Bank Balance: Current £ 5978.03

Savings £ 25036.86

i) Supply & installation of kitchen No1 Sennowe £2928.00

Bank Account: Applied for online banking with Lloyds bank – need signatories to confirm

Change of Signatories – remove Jane Fannon (form to sign) and add?

Payments Due: (Between meetings)

K.Wilcox £ 2928 installation of kitchen 1 Sennowe Rd

4: Planning Applications – none

5. Next Meeting –

6: Meeting Closed –