If you wish to join the meeting, please email clerk@greatbentleyparishcouncil.co.uk to request an invitation which will be sent during the afternoon of the meeting. You will not be able to access the meeting before 6.50pm and on entry you will be placed in the ‘waiting room’. You will then be moved into the ‘meeting room’ when all the Councillors have arrived. The meeting is recorded and will be deleted once the Minutes have been written by the Clerk.

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| **Annual Meeting of Great Bentley Parish Council** |

**To be held at 7pm on 6th May 2021 on Zoom.**

**AGENDA**

1. **Election of Chairman for 2021/22**
2. **Acceptance of Office by the Chairman**
3. **Declarations of Interest**:To note the nature and type of declarations of interest in accordance with the Council’s Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.
4. **Apologies for Absence**.
5. **Public Forum:** The public may address the Council for a maximum of 10 minutes, limited

to 3 minutes per person at the discretion of the Chair. Following the forum, the public are

not permitted to interrupt the meeting to participate in debate.

1. **Election of Vice Chairman**
2. **Appointment of Internal Auditor**: To appointment an auditor to undertake the Council’s annual audit in 2021/22.
3. **Schedule of Parish Council meetings in 2021/22**: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting.
4. **Public Forum:** The public may address the Council for a maximum of 10 minutes, limited

to 3 minutes per person at the discretion of the Chair.