

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY JANUARY 12th 2021

ITEM NO: 13 – Annual Parish Meeting (APM) – Draft Agenda for Possible Meeting

Draft Agenda for the Planned Annual Parish Meeting / Annual Parish Award

Information

The Annual Parish Meeting (APM) is currently scheduled for Tuesday 23rd March. Clearly, it could well be the case that current restrictions due to the COVID-19 pandemic it will not be possible to hold an in-person meeting again this year at the Parish hall. However, given that we are unclear as to what may be the circumstances in March 2021, it was felt prudent to plan ahead for a possible APM, should circumstances allow for us to do so. We are also investigating whether or not a 'cut-down' APM could be held for the community using video conferencing.

In addition, irrespective of whether or not the APM proceeds, we are also due to commence the process for determining our shortlist and eventual selection for the Annual Parish Award. This report initiates that process.

Annual Parish Meeting Draft Agenda

The agenda draft below is broadly based on the planned agenda for the meeting in 2020 which was eventually cancelled. Items in italics are those which have been amended for this draft agenda. This is a 'starting point' for development of a final agenda. Many of the items remain current. Views are sought as to the content of the agenda and any suggestions for alternative items.

- 7.00: Arrive, Mingle, Chat (no tea / coffee session at the start of the meeting as previous experience suggested this was better to have at the end)
- 7:30: Start of Meeting
1. 7.30 - Introductions and welcome
 2. - Apologies for Absence
 3. - Minutes of previous Annual Parish Meeting
 4. 7.35 - Parish Council Report by Chairman plus 2 minute updates from each of the PC Advisory Committees – Media and Communications; Finance; 5 Year Local Parish Plan; Governance and Personnel; Flooding.
 5. 7.50 - Short Q&A session on any Parish Council Report Issues led by Chairman
 6. 8.00 - District Councillor Feedback / Update
 7. 8.10 - County Councillor Feedback / Update
 8. 8.15 - Annual Parish Award - Presentation
 9. 8.20 - *Update – Richard Williams PCSO PLUS Community Speed Watch Presentation and Update*
 10. 8.30 – *Presentation from Roy Farmers – ‘Stanley’s Own’*
 11. 8.35 – *Presentation by the ‘Parish Pickers’*
 12. 8.45 - *‘Your Parish Hall’ – Update on Development Plan Progress*
 13. 9.55 - *‘Your Parish Plan’ – Update on 5 Year Local Parish Plan*
 14. 9.05 – *‘Parish Design Statement’ - Presentation*
 16. 9.20 – Final Q/A from the Floor - Any Issues you’d like to have the PC address
- 9.30: Close and invitation to enjoy refreshments and meet the presenters

Next Steps

Comments are sought on the above with a further report to come to the Parish Council meeting in February with a final draft agenda.

Annual Parish Award 2021

The process for assembling a shortlist for the Annual Parish Award is also due to start.

Parish residents are nominated to receive the Award by members of the Council (*and/or others within the Parish*), and the winner is selected by the Council. The Award recognises outstanding commitment to village life and may be awarded for exceptional contributions to voluntary activities; for work carried out to support and help others; and in recognition of achievements which have benefited the community. An Award may be presented to people who have achieved one or more of the following criteria:

- Shown exceptional commitment to a cause or organisation
- Acted as a role model/ambassador within the community
- Motivated and inspired others to get involved in their cause or organisation
- Brought people together from different backgrounds
- Shown exceptional resilience in overcoming an obstacle or going beyond the call of duty
- Made a positive difference and improved the well-being of residents or the community

Invitations for nominations are now requested. Parish Councillors are invited to pass any recommendations to the Clerk with a citation which references the above criteria. Members of the Community will also be invited to make nominations via a promotion in the February edition of the Parish Council Newsletter.

Nominations must be received by Monday 1st March in time for reporting to and voting on at the Parish Council meeting on Tuesday 9th March.

Recommendation

That Members of the Parish Council note the draft agenda for the planned APM and make any comments and / or suggestions for changes to the Clerk by Friday 29th January in order that a further draft can be brought to the 9th February meeting for finalisation.

That Members of the Parish Council note the arrangements for the Annual Parish Award and action accordingly.

Cllr. Simon Lucas
December 2020