

AGENDA

Wiltshire Council (Parish of Lydiard Millicent) (Appointment of Temporary Councillors) Order 2021, issued under section 91 of the Local Government Act 1972, has directed five people to attend this meeting. They will be present until such time as co-option from within the parish can take place.

1. **Election of Chairman**

A chairman is required for every parish council, and where there is no chairman the first item of business must be to elect one. This position will be until May 2021 when elections must take place again.

Members are asked to elect a chairman.

2. **Acceptance of Office**

Due to this meeting being held remotely, the Council is asked that the chairman's acceptance of office be accepted orally at this meeting and signed and witnessed on Friday 5th February 2021.

3. **Apologies for Absence**

The Council is asked to note any apologies and to accept reasons they consider to be appropriate.

4. **Declarations of Interest**

To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council in July 2012. Members are reminded that it is their personal responsibility to make sure the Register of Interests contains up to date information. If changes are needed please contact the Clerk, who can arrange for the changes to be carried out.

5. **Minutes**

To confirm and sign as a true record Minutes of the Full Council Meeting held Thursday 3rd December 2020, and the Extra-Ordinary Meeting held on Saturday 19th December 2020.

6. **Letter of Complaint**

Appendix A (confidential)

Following a decision made at the December meeting a complaint has been received from a member of the public. A reply has been sent advising that it will be actioned as soon as possible.

Members are asked to consider preparing for an investigation of this complaint, so that a full answer can be sent to the complainant in a timely manner.

7. **Annual Estimates of Income and Expenditure**

Appendix B

It is the responsibility of the Parish Council to levy a precept on Wiltshire Council, which they will collect from residents within the parish to cover costs for the following financial year; this levy can only be demanded once in

any financial year. Wiltshire Council have requested the precept levy for 2021/22 be set by 5th February 2021 for inclusion within their budget cycles.

In order for a precept to be levied the Council must first set a budget; details of the draft budget are attached.

The Council is asked to consider the proposed draft budget report, agree a budget for 2021/22 and to state the amount of tax to be collected on its behalf by Wiltshire Council.

8. **Delegated Authority**

The Parish Council is an identifiable entity within statute law, requiring certain legal and financial processes to continue. Due to recent resignations the council has been unable to fulfil some of these commitments.

Members are asked to delegate authority for the clerk to carry out all necessary duties until sufficient new councillors are appointed.

9. **Co-Option of Councillors**

Appendix C

A resident from Greenhill has completed an application for co-option on to the Council.

Members are asked if they wish to co-opt this resident, who meets the qualification to be a Parish Councillor.

10. **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council is scheduled to take place on **Thursday, 4th March 2021**. Again, using the zoom platform, a virtual meeting will commence at 7.00pm.