

## HALTHAM PARISH MEETING

2 West Lane  
Haltham  
LN9 6JG  
26<sup>th</sup> April 2021

The Haltham Parish Meeting is to be held on Tuesday 18<sup>th</sup> May 2020 in the main body of the St Benedict's Church Haltham.

The meeting will commence at 18:30 hours, all residents of the village are invited to attend. Numbers for attending will be in line government Coronavirus rules on attending meetings.

A maximum of 30 people will be allowed inside the church for the meeting (under present Government Step-3 rules). Social distancing rules will be in place. Face coverings to be worn at all times in the building unless addressing the meeting. The 2 metre social distancing rule will apply unless mitigating measures are taken (because face coverings are to be worn by everyone apart from the person addressing the meeting, this allows that distance to be reduced to 1 metre) People from the same household or within a support bubble can sit next to each other without having to maintain the social distancing ruling.

If any person wants to stand for the post of Chairman or Vice Chairman, please inform the Clerk before the date of the meeting either by letter or email to [clerk@halthampm.com](mailto:clerk@halthampm.com)

There will be a Risk Assessment in place prior to the date above which will be posted on the Village Web Site and Village Notice Board. A copy will also be posted at the entrance to the church.

Hand sanitiser will be in place at various locations for those attending.

Please note that only those people who are on the Register of Electors – CC1 Langton By Horncastle (Haltham) are allowed to vote at the meeting and may only speak with the approval of the Chairman.

The draft agenda for the meeting is laid out below:-

All those present at the meeting must sign the attendance sheet by registering and giving contact details with person giving the briefing. The contact details will be destroyed after 21 days.

### **Commencement:-**

Welcome Message from the existing acting Chairman and emergency arrangements. (for the start of the meeting). (SM).

### Meeting Agenda

1. Apologies for absence. (Existing Chairman/ SM)
2. Election of Chairman. (District Councillor or Clerk)
3. Welcome message from the Elected Chairman and. Proposal and Election of Vice Chairman (Chairman)
4. Minutes of the last meeting for acceptance. (Chairman) and signing into the minute book. (Chairman & Clerk)
5. Chairman's report. (Chairman)
6. Planned Village Social Events this year. (Chairman/MS).
7. Standing Orders. (Chairman).
8. The use of Village Funds for private donations. (SM).
9. Freedom of Information Requests. (Chairman)
10. The Village Green update including the requirement of Trustees. (SM).
11. Clerk Report including matters arising (Clerk)
12. Financial Statement for Acceptance (Clerk)
13. PCC and Care of the Churchyard Report. (HH)
14. Any other Business. (Chairman) (Questions raised on the evening may be answered at a later date).
15. Close

John Huthwaite

Clerk to the Haltham Parish Meeting.