

# Caston Parish Council

**CHAIRMAN:** Mrs Jaki Porter

**VICE CHAIRMAN:** Mrs Kay Farmbrough

**PUBLIC & PRESS ARE INVITED AND COUNCILLORS ARE SUMMONED TO**

**THE ANNUAL MEETING OF CASTON PARISH COUNCIL**

**MONDAY 9 MAY 2022**

**at CASTON VILLAGE HALL at 8.00 pm**

## AGENDA

**The current Chairman and Vice Chairman will retire on Wednesday 9 May 2022 contemporaneously with the election of a Chairman and Vice Chairman both of whom will enter office upon execution of a Declaration of Acceptance of Office.**

1. The current Chairman will chair the meeting and will ask each Councillor to elect, by way of a secret ballot paper, the 2022/2023 Chairman. The newly elected Chairman will sign a Declaration of Acceptance of Office.
3. Each Councillor will elect, by way of a secret ballot paper, the 2022/2023 Vice Chairman. The newly elected Vice Chairman will sign a Declaration of Acceptance of Office.
3. The newly elected Chairman and Vice Chairman will be handed the Undertaking to follow the Code of Conduct together with the Notice of Details of Financial and Other Interests. These are to be completed and returned to the Clerk at the next Parish Council Meeting on 6 June 2022.
4. The newly elected Council members will be required to sign a Declaration of Acceptance of Office and will be handed the Undertaking to follow the Code of Conduct together with the Notice of Details of Financial and Other Interests. These are to be completed and returned to the Clerk at the next Parish Council Meeting on 6 June 2022.
5. To consider any Declarations of Acceptance of Office that have not been made and decide whether to grant an extension or declare the seat vacant.
6. The Clerk will send the Declarations of Acceptance of Office, together with the Notice of Financial and Other Interests of the new Chairman and Vice Chairman to Breckland Council Standards Office by no later than 30 June 2022.

The May Parish Council meeting will follow the installation of the new Chairman.

Jo Blackman  
Parish Clerk

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