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| Clerk: Erica WilliamsE-mail: langleyclerk@googlemail.com13 Princes Close, Balsham, Cambridgeshire CB21 4EE**ANNUAL PARISH COUNCIL MEETING**HELD AT LANGLEY COMMUNITY CENTRE**WEDNESDAY 10th May 2023 at 7.45pm** |

**MINUTES**

**Attended:** Cllr Elkington (Chair), Cllr Barnes, Cllr Clark

**Minutes:** Erica Williams (Clerk)

1. **APOLOGIES FOR ABSENCE**
 Cllr North, Cllr Smith

2. **ELECTION OF CHAIR**

Cllr Clark proposed Cllr Elkington; Cllr Barnes seconded. All were in favour. Agreed and accepted by Cllr Elkington.

3. **ELECTION OF VICE CHAIR**

Cllr Elkington proposed Cllr North; Cllr Barnes seconded. All were in favour. Agreed and accepted by Cllr North (Cllr North previously agreed in writing to being nominated).

4. **ACCEPTANCE OF OFFICE** All present signed a Declaration of Acceptance of Office form. Clerk to send Declaration of Acceptance of Office forms to Cllrs North, Joplin and Smith to complete upon their return.

5. **REGISTER OF MEMBERS’ INTERESTS**

All present completed ‘Register of Members Interests’ forms. Cllrs North, Joplin and Smith to complete upon their return.

6. **FINANCIAL REGULATIONS, STANDING ORDERS AND CODE OF CONDUCT**Council agreed to review Financial Regulations, Standing Orders and Code of Conduct over the forthcoming year.

a) Code of Conduct – Uttlesford District Council’s Code of Conduct adopted January 2019.

b) Financial Regulations – adopted 21st September 2015.

c) Model Standing Orders – Adopted September 2018.

**SIGNED: Chair DATE:**