

**MENDLESHAM PARISH COUNCIL
Annual Parish Council Meeting
Wednesday 16th May 2018 7pm
Old Schoolroom, Mendlesham**

- 1. To elect the Chair of the Parish Council**
- 2. To elect the Vice-Chair of the Parish Council**
- 3. To receive the Chair's Declaration of Acceptance of Office.**
- 4. Welcome, apologies for absence and filming statement.**

5. Declarations of interest:

- a) To note Councillor's declarations of interest in any of the following agenda items.
- b) To note any dispensations with regard to declarations of interest.

6. To approve minutes of Ordinary meeting held on 18th April 2018 for accuracy and as a true record of the meeting.

7. To appoint members to the following existing committees/roles as required :
Allotment representative (previously Cllr Orton).

Finance & General Purposes Advisory committee

To confirm previous discussions that this committee should not meet on a regular basis but to nominate members in case of need. (previously Cllrs Exley, Davey, Ward and Watson)

Planning Committee

To confirm previous discussions that this committee should not meet .

Footpath Officer (previously Cllr Exley for Mendlesham and Mr Moore for Mendlesham Green).

Woodland Officer (previously Mr J Michell).

School/Community Centre Joint Liason Committee (previously Cllrs Exley, Nunn, Orton and Watson). To note representation only, no delegated powers.

Neighbourhood Plan Committee: (previously Cllrs Exley, Orton and Ward plus Peter Dawson, Terry Moore and SCC/MDSC A Stringer.)

USAAF 34TH Bomb Memorial Advisory Committee (previously Cllrs Nunn and Orton, Paul Allen, Carolyn Triscott, Father P Gray and Cllr A Arnold, Wetheringsett Parish Council).To agree authorisation to monitor the new memorial project and funds.

Community Centre Advisory or working party: (working party currently Cllrs Exley, Davey, Orton, Watson and Webb)

8. Standing Orders:

To confirm general standing orders and financial standing orders from 17.5.18, noting revisions were agreed from 1.4.18.

9. To confirm payment of PAYE, pension and utility bills as required, without waiting until authorisation of Ordinary meeting plus payment of utility bills by direct debit.

10. To appoint bank signatories: four required (currently Cllrs Davey, Nunn, Orton and Watson).

11.To appoint Parish Council representatives to the following organisations:

Community Council (previously Cllr Davey)
Suffolk Association of Local Councils (Cllr Exley)

12. To review inventory of land and assets.

13. To review arrangements regarding insurance cover.

14. To review membership of Suffolk Association of Local Councils, Community Action Suffolk, Suffolk Wildlife Trust, Fields in Trust and Suffolk Preservation Society.

15. To review complaints procedure and procedures for handling requests made under the :

Freedom of Information Act 2000

Data Protection Act 1998.

GDPR?

16. To review Council's policy for dealing with the press/media.

17. To review the Council's employment policies and procedures

18. To review the Councils expenditure incurred under the general power of competence

19. To confirm meeting dates for remainder of 2018.

Sharon Jones 8th May 2018