

MENDLESHAM PARISH COUNCIL
Annual Parish Council Meeting
Wednesday 15th May 2019 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. To receive Parish Councillor Acceptance of Office.**
- 5. Welcome, apologies for absence and filming statement.**

6. Data Protection: to note Mendlesham Data Protection policies including New Councillor Privacy Statement, Information Protection Policy and complete GDPR Check list for Councillors.

7. General Power of Competence: to resolve that Mendlesham Parish Council meets the criteria of having a qualified clerk and 2/3 elected councillors at the last ordinary election and is eligible to use the General Powers of Competence (Prescribed Conditions) Order 2012 until the Annual Meeting of Mendlesham Parish Council after the next ordinary election.

8. 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.

9. To approve minutes of Ordinary meeting held on 17th April 2019 for accuracy and as a true record of the meeting.

10. 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 Liaison Committee (previously Cllrs Exley, Nunn, Orton and Watson). To note representation only, no delegated powers also request from School for reduced representation.

Neighbourhood Plan Committee: (previously Cllrs Exley, Orton, Ward, 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) To note working party now needs to be a committee due to length of time and original purpose. Advisory or with delegated powers? Timing of meetings to be agreed.

11. Standing Orders:

To confirm general standing orders and financial standing orders from 15.5.19.

12. 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.

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

14. To appoint Parish Council representatives to the following organisations:
Mendlesham Community Council (previously Cllr Davey)
Suffolk Association of Local Councils (Cllr Exley)

15. To review inventory of land and assets.

16. To review arrangements regarding insurance cover.

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

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

Freedom of Information Act 2000

Data Protection Act 1998.

General Data Protection Regulation (GDPR) 2018

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

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

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

22. To confirm meeting dates for remainder of 2019.

Sharon Jones 9th May 2019