

**MENDLESHAM PARISH COUNCIL**  
**Annual Parish Council Meeting**  
**Wednesday 5<sup>th</sup> May 2021 7pm**

Please note this will be a virtual meeting via Google meet. Should members of the public/press wish to attend this meeting please use this link, [meet.google.com/tgt-tkgd-nnu](https://meet.google.com/tgt-tkgd-nnu) or telephone

(GB) +44 20 3956 4444 PIN: 476 709 038#

Mendlesham Parish Council has a protocol for attending virtual meetings, if you wish to receive a copy, please email the Clerk [parishclerk@mendleshampc.org](mailto:parishclerk@mendleshampc.org) Members of the public may still submit comments on any item on the agenda via email to the Clerk: or letter to Honeysuckle, Hockey Hill, Wetheringsett IP14 5PL, to be received by noon Wednesday 5<sup>th</sup> May 2021. Any individual submitting comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. It should also be noted that answers to any submissions may not be forthcoming during the meeting itself.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes of the meeting will be published, once approved, as usual via <https://mendlesham.suffolk.cloud/>

**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 28<sup>th</sup> April 2021 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 Allen, Davey, Exley, N Foster and Ward)

**Planning Committee**

To confirm previous discussions that this committee should not meet.

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

**Woodland Officer** (previously Mr J Michell).

**School/Community Centre Joint Liaison Committee** (previously Cllrs Exley, Nunn and Orton). 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 committee:** to note this committee is not required at present. To confirm working party currently Cllrs Davey, Allen, Exley, Gardiner and Orton to continue as required to assist Clerk and make proposals to Charity re any hire/sale matters.

**8. Standing Orders:**

To confirm general standing orders and financial standing orders from 1.4.21.

**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:** (currently Cllrs Allen, Davey, Nunn, Orton including use of online banking facility) Any two to sign.

**11. To confirm Mendlesham Parish Council payments to be made, where possible online, rather than cheque in accordance with Financial Standing orders and the Mendlesham Online protocol.**

**12.To appoint Parish Council representatives to the following organisations:**

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

**13. To review inventory of land and assets as at 31.3.21.**

**14. To review arrangements regarding insurance cover.**

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

**16. 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

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

**18. To review the Council's employment policies and procedures**

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

**20. To confirm meeting dates** for remainder of 2021.

Sharon Jones 29<sup>th</sup> April 2021