

An Annual Parish Council meeting for Mendlesham Parish Council was held in the Old Schoolroom, Mendlesham on Wednesday 16th May 2018 at 7.00pm.

Present: Cllrs A Davey, M Exley, N Fletcher, D Foster, N Foster, D Nunn, H Orton, E Ward, M Watson and S Jones (Clerk).

1. To elect the Chair of the Parish Council

Cllr M Exley was proposed and seconded. There were no further nominations and the vote was unanimous.

2. To elect the Vice-Chair of the Parish Council

Cllr A Davey was proposed and seconded. There were no further nominations and the vote was unanimous.

3. To receive the Chair's Declaration of Acceptance of Office.

Cllr Exley signed the declaration, witnessed by the Parish Clerk.

4. Welcome, apologies for absence and filming statement.

The Chairperson welcomed Cllrs to the meeting. Apologies had been received from Cllr Webb. The filming statement was not read out as no members of the public were present.

5. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared.

b) To note any dispensations with regard to declarations of interest. Not required.

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

Pages 1561-1566 inclusive were unanimously approved as an accurate record of the meeting of 18th April 2018, signed and dated by the Chairperson.

7. To appoint members to the following existing committees/roles as required :

Allotment representative

Cllr Orton was reappointed.

Finance & General Purposes Advisory committee

It was agreed further to previous discussions that this committee should only meet as circumstances dictate such as for a disciplinary matter, and if so the committee would be Cllrs Exley, Davey, Ward and Watson.

Planning Committee

It was agreed further to previous discussions that this committee should not meet.

Footpath Officer: Cllr Exley for Mendlesham and Mr T Moore for Mendlesham Green were reappointed.

Woodland Officer Mr J Michell was reappointed.

New Playingfield project advisory committee: It was agreed that this committee was no longer required.

School/Community Centre Joint Liason Committee Cllrs Nunn, Orton and Watson were re appointed plus Cllr Exley. It was noted this was representation only, with no delegated powers.

Neighbourhood Plan Committee Cllrs Exley, Orton and Ward plus Peter Dawson, Terry Moore and SCC/MSDC Cllr A Stringer were reappointed.

USAAF 34TH Bomb Memorial Advisory Committee Cllrs Nunn and Orton, Paul Allen, Carolyn Triscott, Father P Gray and Cllr A Arnold, (Wetheringsett Parish Council) were re appointed. Authorisation agreed to monitor the memorial and funds.

Community Centre Advisory or working party. It was agreed Cllrs Exley, Davey, Orton, Watson and Webb should continue as a working party, but noted that if this work was still required in a years time, an Advisory committee would be required.

8.Standing Orders:

General standing orders from 17.5.18 (further to NALC model standing orders received) were unanimously agreed with revisions noted.

Financial standing orders as previously agreed from 1.4.18 were also unanimously confirmed.

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

10. To appoint bank signatories: Cllrs Davey, Nunn, Orton and Watson plus Sharon Jones, including use of online banking facility unanimously confirmed. Any two to sign.

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

Community Council: Cllr Davey reappointed.

Suffolk Association of Local Councils: Cllr Exley reappointed.

12. To review inventory of land and assets.

The asset register as at 31.3.18 including the addition of Mendlesham Green play equipment was unanimously noted and agreed.

13. To review arrangements regarding insurance cover.

It was noted insurance cover was held via Community Action Suffolk(CAS)with Zurich.

The cover was due for renewal from 1st June 2018 and it was agreed, to remove the Scout Hut building details and Skate Park ramp insurance (ramps and building no longer in existence) , increase the valuation of assets by 2% and continue with insurance of the community centre owned part of the building pending completion of administration requirements with Mendlesham School/ John Milton Academy Trust and Zurich regarding the building being insured as confirmed by email from Zurich the JMAT policy. CAS have confirmed once this is resolved, refunds for 2017/18 and from 1.6.18 would be received from them. There would also then be invoices for the same period from the JMAT.

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

Unanimously confirmed.

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

Freedom of Information Act 2000

Data Protection Act 1998.

Unanimously confirmed with no changes required further to review (7.2.18 page 1548 no 16).

It was noted the General Data Protection Act was an agenda item for the ordinary meeting.

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

Unanimously confirmed with no changes required. It was noted only the Chairperson could deal or delegate responsibility for speaking with the press/media on behalf of Parish Council, including as sole trustee for both charities.

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

Whilst these had been reviewed (7.2.18 page 1548 no 16), it was unanimously agreed to investigate to ensure policies, procedures and records were up to date and compliant with the Council's responsibilities.

Action: Clerk

18. To review the Councils expenditure incurred under the general power of competence. The Supporting Statement for the Accounts for the Year ending 31.3.18, details this expenditure which was noted and unanimously confirmed.

19. To confirm meeting dates for remainder of 2018.

Unanimously confirmed.