

An Annual Parish Council meeting for Mendlesham Parish Council was held via google meet video in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, 3.4.20, Wednesday 5th May 2021 at 7.00pm.

**Present:** Cllrs A Davey, M Exley D Foster, N Foster, B Gardiner, S Judd, H Orton, E Ward, S Jones (Clerk).

**1. To elect the Chair of the Parish Council**

Cllr A Davey was proposed and confirmed he was willing to undertake the role. There were no other nominations. Cllr Davey was seconded and appointed with an unanimous vote.

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

Cllr N Foster was proposed, confirmed he was willing to undertake the role. There were no further nominations. Cllr N Foster was seconded and appointed with a unanimous vote.

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

It was agreed that the Acceptance of Office should be physically signed when it was safe to do so. (*Clerks note: signed by Cllr Davey, witnessed by the Clerk 6.5.21*)

**4. Welcome, apologies for absence and filming statement.**

Apologies had been received from Cllr Nunn. Cllr Stringer had also reported he may be late in attending. (*Clerks note: also belatedly from Cllr Webb after the meeting*).

The filming statement was not read out.

**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 28th April 2021 for accuracy and as a true record of the meeting.

Pages 1855-1862 inclusive were unanimously approved as an accurate record of the meeting of 28th April 2021 with agreement that the physical record should be signed and signed and dated by the Chairperson at the earliest safe opportunity. (*Clerks note: since actioned*).

7.03pm Cllrs Allen and Stringer joined the meeting.

**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 that this committee should only meet as circumstances dictate such as for a disciplinary matter, and if so the committee would be Cllrs Allen, Exley, N Foster and Ward.

**Planning Committee**

It was agreed 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.

**School/Community Centre Joint Liaison Committee** Cllrs Exley, Nunn, and Orton were reappointed. 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 Allen, Nunn and Orton, 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 committee.** This committee was not required at present due to pending sale. However a working party of Cllrs Davey, Allen, Exley, Gardiner and Orton assist the Clerk and make proposals to the Charity re any hire/sale matters.

**8. Standing Orders:**

**General standing orders and Financial standing orders from 1.4.21.**

Unanimously agreed.

**9. To confirm payment of PAYE, pension and utility bills** as required, without waiting until authorisation of Ordinary meeting plus payment of direct debits. A list of direct debits had also been circulated. Unanimously confirmed.

**10. To appoint bank signatories:** Cllrs Allen, Davey, Nunn and Orton plus Sharon Jones, including use of online banking facility unanimously confirmed. 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.**

Unanimously agreed.

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

Mendlesham Community Council: Cllr Exley reappointed.

Suffolk Association of Local Councils: Cllr Exley reappointed.

**13. To review inventory of land and assets.**

The asset register as at 31.3.21 was unanimously agreed.

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

It was noted insurance cover was held via Community Action Suffolk (CAS) with RSA. Whilst renewal information as of 1.6.21 had yet to be received, existing cover arrangements were still correct. It was unanimously agreed renewal should be confirmed when details are received.

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

Unanimously confirmed.

**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, including continuation of Sharon Jones as GDPR Officer.

Unanimously confirmed.

**17. 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.

**18. To review the Council's employment policies and procedures. It was noted** these were in place and reviewed 10.3.21 (mins page 1850 no 16).

**19. To review the Councils expenditure incurred under the general power of competence.** It was noted The Supporting Statement for the Accounts for the Year ending 31.3.21, details this expenditure which will be confirmed at the Ordinary meeting of 5th May 2021.

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

Parish Council meetings confirmed.

Meeting closed at 7.10pm