

Shimpling Parish Council

Agenda for Annual Meeting of Parish Council

Monday 9th May 2016

To members of the Council

You are hereby summoned to attend the Annual Meeting of Shimpling Parish Council at Shimpling Village Hall on Monday 9th May 2016 to transact the following business.

The meeting will start at 7.30pm prior to the usual bi-monthly meeting of the Parish Council.

Press and Public are invited to attend.¹

Start times:

7.30pm Annual Meeting of the Parish Council - statutory annual meeting required to elect a Chair, ratify and review governance documents and policies

8.30pm (estimated)
usual bi-monthly Meeting of the Parish Council - usual bi-monthly meeting to transact Parish Council business

J O'Reilly-Turner, Proper Officer and Clerk to the Council
shimplingpc@gmail.com

Agenda

1. Election of Chair and Vice Chair: ²
 - 1.1. Resolution for Chair and Vice Chair to submit Acceptance of Office forms at a later date³
2. To receive any apologies for absence.
3. To receive any Declarations of Interest from Members: ⁴
 - 3.1. Review of Register of Members' Interest forms ⁵
 - 3.2. Review of requirements of Code of Conduct in respect of Declarations of Interest ⁶

Public Participation Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 10 minutes.

4. To approve the Minutes of the meeting held on Monday 14th March 2016.
5. Procedure following resignation of Mike Thew.⁷

¹ See Footnote 6 below

²The Local Government Act 1972 and standing orders state that the election of Chair and Vice Chair should be first items on the agenda for each Annual Meeting of the Council. If there is no current presiding Chair then a temporary Chair must be elected in order to start the process of electing a Chair. The Clerk cannot chair the election of a Chair.

³ Each councillor must also make his or her declaration of acceptance of office at or before the first meeting after he or she is elected unless – and this applies also to the declaration of acceptance of office by the chair or vice chair - the council permits it to be made at or before a later meeting.

⁴ Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Shimpling Parish Council Code of Conduct for Members and by the Localism Act 2011.

⁵ To include the distribution and consideration of the document 'Openness and Transparency on personal interests'

⁶ See Agenda point 8 below.

⁷ For information only

6. To approve and adopt the Standing Orders for Shimpling Parish Council.
7. To approve and adopt the Financial Regulations for Shimpling Parish Council including:
 - 7.1. Shimpling PC Internal Control Report
 - 7.2. Shimpling PC Financial Risk Assessment framework for 2016/17
 - 7.3. Internal Control for Shimpling Parish Council
8. To approve and adopt the Code of Conduct for Shimpling Parish Council.
9. To approve and adopt the Complaints Procedure for Shimpling Parish Council.
10. To approve and adopt the Delegation Policy for Shimpling Parish Council.
11. To appoint members, including the Chair, to serve on the Staffing Committee.⁸
12. To appoint members, including the Chair, to serve on the Appeals Committee.⁹
13. To appoint members, including the Chair, to service on the Complaints Committee.
14. To appoint an Internal Auditor.
15. To confirm dates for subsequent ordinary Parish Council meetings, 2016/17 and to set a date prior to 1st June for the Annual Parish Meeting.¹⁰
16. To review links with External Bodies:
 - 16.1. Suffolk Constabulary
 - 16.2. Babergh District Council
 - 16.3. Suffolk County Council
17. To review Land/Assets and current Asset Register.
18. To review Insurance Cover:
 - 18.1. Parish Council
 - 18.2. Village Hall
19. To review Subscriptions.
20. Review procedures and policies under:
 - 20.1. Freedom of Information Act
 - 20.2. Data Protection Act
21. Review press and media policy and procedures.¹¹

⁸ Membership should ideally constitute Vice Chair + one other Councillor

⁹ Membership should ideally constitute Chair + one other different Councillor than the Staffing Committee

¹⁰ Required by Local Government Act 1972, Schedule 12, Part III

¹¹ Press and broadcast media are permitted by statute to attend and report on all public meetings of a Parish Council under the Public Bodies (Admission to Meetings) Act 1960 and The Openness of Local Government Bodies Regulations 2014 (including filming and recording) unless an application to exclude them from the meeting during the consideration of specific items of business is made and notified in advance as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. It is to be noted that members of the public all have a right to film and record parish council meetings under the same provisions.