

WALBERSWICK PARISH COUNCIL

Clerk: Mrs Jane Gomm, Seaspray, Millfield Road, Walberswick, Southwold, Suffolk IP18 6UD, Tel: 01502 723294

I HEREBY GIVE NOTICE THAT the Annual Meeting of the above Council will be held in the Village Hall Annexe at 7.30pm on Monday 14 May 2012

AGENDA

1. Election of a Chairman for the year and Chairman's declaration of acceptance of office
2. Election of a Vice-Chairman for the year
3. Apologies for absence
4. Minutes of the previous meetings held on 2 April and 3 April 2012 to be approved and signed
5. Declarations of interest
6. Review of delegation arrangements to employee
7. Review of Standing Orders
8. Review of the Financial Regulations
9. Review of representation on external bodies and review of arrangements for reporting back
10. Review of the Council's membership of other bodies
11. Review of inventory of land and assets including buildings and office equipment
12. Review and confirmation of arrangements for insurance cover in respect of all insured risks
13. Review of the Council's complaints procedure
14. Review of the Council's procedures for handling requests made under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004
15. To establish a policy for dealing with the press and other media
16. To set dates, time and place for ordinary meetings of the Council for the year ahead
17. Appointment of Councillor Financial Controller until next Annual Meeting of the Parish Council
18. Reports from the County and District Councillors and the Police
19. Planning matters including:
 - a. Planning notifications received in time for the meeting
 - b. Planning applications and applications for conservation area consent received in time for the meeting
 - c. Any other applications received in time for the meeting
20. Accounts to be agreed including:
 - a. To acknowledge receipts
 - b. To make payments
 - c. To consider report by Responsible Financial Officer and Councillor Financial Controller on the effectiveness of the Council's internal audit and to make decisions arising from report
21. To consider the Clerk's proposal to display draft unapproved minutes on the website for a trial period of three months
22. Jubilee celebrations – update, including to decide whether to give permission to the Walberswick Common Lands Charity to light a beacon on the Village Green on Monday 4 June
23. To make comments on the Suffolk Coast and Heaths AONB Management Plan for 2013-2018 (consultation document)
24. To consider a request for additional play equipment for the sports field
25. Matters raised by members
26. Questions from the public
27. Date of next meeting
28. To consider the proposed Job Profile for the Clerk's salary in accordance with the contract of employment

Note: The public will be excluded from the meeting during the discussion of this item pursuant to section 100 Local Government Act 1972 and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Jane Gomm, Clerk to Walberswick Parish Council, Wednesday 9 May 2012