

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
20 May 2013

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 meeting held on 4 March 2013 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. Review of the Council's 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. Accounts to be agreed including:
 - a. To acknowledge receipts
 - b. To make payments
 - c. Review of receipts and payments for the quarter ending 31.03.13 and management of financial risk posed by dealing with statutory requests for information, compared with budgetary provision
 - d. Review the level of fidelity guarantee insurance cover
20. To agree arrangements for the Clerk's annual appraisal and development review
21. To review the scale of charges for providing copies of information under the Publication Scheme
22. To agree a records management policy (deferred from last meeting)
23. To consider various time recording systems operated by the Clerk since the last meeting
24. To consider Councillor Gower's longer term issues paper
25. Matters raised by members
26. Questions from the public
27. Date of next meeting
28. To consider the use of the visitor centre

Note: The public may 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 15 May 2013