

# WALBERSWICK PARISH COUNCIL

## NOTICE OF ANNUAL PARISH MEETING AND ANNUAL MEETING OF THE PARISH COUNCIL

**Monday 16 May 2016 Village Hall Walberswick  
commencing at 7.00pm**

*The Annual Parish Meeting is open to the public and is an opportunity for parishioners to raise matters of concern relating to their local community. It is not a meeting of the Parish Council, but is hosted by the Chairman of the Parish council. This Annual Parish Meeting immediately precedes the Annual Meeting of Walberswick Parish Council to be held in the same venue.*

### AGENDA FOR ANNUAL PARISH MEETING

1. **Apologies for Absence**
2. **Minutes of the Annual Parish Meeting 23 April 2015**
3. **Updates to Reports made to Parish Meeting 21 April 2016 from local groups, parish, district and county councils, external authorities and others**
4. **Local issues**

### ANNUAL MEETING OF THE PARISH COUNCIL

*Parish councillors are summoned to attend; public and press are welcome to attend and may ask questions on agenda items during the Open Forum. Councillors and public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public.*

### AGENDA

1. **Election of Chairman**
2. **Apologies for Absence**
3. **Declarations of Interest**
4. **Open Forum:** public participation: with regard to items on the agenda.
5. **Annual Report from District Councillor**
6. **Annual Report from County Councillor**
7. **Reports from any other external authorities**

*From this point the meeting goes into council mode; the public may remain and observe, but intervene only at the discretion of and by consent of the Chairman.*

8. **Minutes of the Meeting 7 March 2016**
9. **Matters arising not referred to elsewhere on this Agenda**
10. **Highways:** update, if any, on village speed restriction programme.
11. **Planning:** (a) consider planning applications received (including applications received after publication of agenda) and receive views of Planning Advisory Group (PAG). (b) proposal to change procedures so that when PAG advises on an application, chairman will circulate such advice to councillors with delegated authority to respond to SCDC without waiting for the next meeting of the parish council.
12. **Responsible Financial Officer:** in the continuing absence of Clerk and RFO, to approve the temporary appointment of Cllr Catchpole as the parish council's RFO until a formal appointment may be made.
13. **Proper Officer:** in the continuing absence of Clerk and RFO, to approve the temporary appointment of the Chairman as the parish council's Proper Officer until a formal appointment may be made.
14. **Parish Council Protocols:** approve interim processes, in the continuing absence of Clerk and RFO, for review of Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Asset Register, Financial Management and Internal Controls, in line with current legislation and general advice from SALC and BDO.
15. **Finance:** (a) to note bank balances. (b) approve for payment any invoices received. (c) approve transfer of £10,000 from deposit account to current account (d) receive Accounts Year Ended 31 March 2016, subject to audit. (e) approve Section 1 of the Annual Return and sign declaration. (f) approve Section 2 of the Annual Return and sign declaration. (g) approve Budget 2016/17.
16. **Internal Auditors:** appointment of internal auditors; proposal before councillors is to appoint SALC.
17. **Appointment of Clerk and RFO:** update if any.
18. **Playing Field:** update on returning land to Common Lands Charitable Trust; work anticipated to be necessary and estimated before handing back against an eventual invoice from the Trust to the council.
19. **Play Equipment:** update on RoSPA requirements and purchase of new play bark.
20. **Correspondence:** items received within correspondence protocols.
19. **Next Meetings:** 1 August, 21 November 2016, 20 February, 15 May 2017.

Esme Richardson  
Chairman of Walberswick Parish Council  
Heritage Hut, The Green, Walberswick, Suffolk IP18 6TT  
[www.walberswick.onesuffolk.net](http://www.walberswick.onesuffolk.net)   [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)