

WALBERSWICK PARISH COUNCIL

NOTICE OF MEETING

Dear Councillors

You are summoned to attend the Annual Meeting of Walberswick Parish Council on Monday 15th May 2017 at 7.15pm in the annex of the Village Hall.

Yours faithfully



Mary Mitson-Woods

Clerk to the Council

Dated: Monday 8th May 2017

AGENDA

1. **Chairman's welcome and Election of the Chairman for the year 2017-18**
2. **To consider and approve any apologies for absence**
3. **Declaration of Interest & Requests for dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests & consider requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
4. **To consider the Minute of the meeting held on 6th March** for accuracy and for the Chairman to sign as a true record.
5. **Open Forum:** The meeting will recess for no more than 15 minutes. Members of the public are invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f – 3k. Members of the public may not take part in the Parish Council meeting itself.
6. **County Council and District Council reports:** To receive reports from the newly elected County Councillor and District Cllr. Raymond Catchpole.
7. **Co-option to the Council.** The Council has 4 vacant seats, Councillors to consider applicants who have applied to be considered for co-option. At the time of posting this Agenda Jane Sutherland-Rogers and Jonathan Winyard have offered to be considered for co-option. Two more people are required. *(Statements of experience attached)*
8. **Election of Officers**
 - a) Election of Vice-Chairman for the year 2017-18
 - b) To nominate Councillors to: -
 - Represent Walberswick PC at Suffolk Association of Local Councils
 - Act as Police Liaison
 - Be responsible for footpaths and trees
 - Be responsible for recreation Areas.
9. **Committees.**
 - a) To confirm members of the **Heritage Hut and Scroll Committee** and consider the addition of an elected Councillor. To confirm the remit of the Committee and it's reporting process
 - b) To consider how WPC will **deal with responses to planning consultation from SCDC**. To date, the Planning Advisory Group (PAG) has made recommendations to the WPC to help with responses but WPC meetings have not always been timed in order to respond within planning

b) To consider how WPC will **deal with responses to planning consultation from SCDC**. To date, the Planning Advisory Group (PAG) has made recommendations to the WPC to help with responses but WPC meetings have not always been timed in order to respond within planning application deadlines. Clerk's recommendation is that the WPC consider all planning applications taking into account the relevant reports from the PAG. If an application is received and requires a response between regularly scheduled meetings, WPC calls an Extraordinary meeting to discuss the specific application. Clerk will liaise with the PAG to coordinate dates in order to receive input and respond within the required deadlines.

10. Finance

a) Councillors to sign a **Bank Mandate proforma** to redirect bank statements to the Clerk's home address and to add Councillor Josephine Bassinette as a cheque signatory with limited powers.

b) To consider the Clerk's request that **additional support is provided to handle financial** matters related to WPC including such items as finance administration, VAT, budget, audit etc., up to a cost of £50.00 per month, be approved. This would promote a more efficient use of the Clerk's time on administrative matters, reduce the need for the Clerk to work overtime and/or unpaid hours and improve the quality of the financial administration. The hiring of an individual to handle the finance administration will follow relevant procurement rules and will be approved by the Councillors. This arises from the Clerk working unpaid hours to complete the administration work required and needing additional help.

c) To **authorise the Clerk's salary** from 5th January to 30th April 2017 to be sent to SALC for payment and deductions.

d) To authorise payment of **Clerk's expenses** incurred from 5th January to 30th April 2017

e) To authorise payments on the Authorisation to Pay sheet. (Attached)

f) To confirm the Suffolk Association of Local Councils (SALC) as Internal Auditor for the year ending March 31st 2017 and for the year ending March 31, 2018

g) To authorise payment for **membership of the SALC**

11. Councillor training.

Acknowledging that Parish Councillors are unpaid volunteers, training provided by SALC helps councillors understand the regulations, laws and good practice for parish councils. The Clerk advises that the full WPC Council participates in a SALC course as soon as possible to provide this useful information and training. Meanwhile it is proposed to approve expenditure of £16.25 on 5 copies of the 2017 edition of the Good Councillor's Guide.

12. Heritage Hut.

To follow up on the proposal introduced at the Annual Parish Meeting on 13th April 2017.

- (i) Consider a further application to the Exemplar Fund for improvements to display the Walberswick Scroll, ensure security and other uses of the building.
- (ii) To apply to the Transparency Fund for money to install telephone, broadband and a scanner/printer for the WPC.

13. Ongoing maintenance of the playing field. Finance for this matter is included in in the budget for 2017/18

14. Inflatable flood defences – report from Clerk

15. Date of next Parish Council Meeting to be set to receive and of Year Statement of Accounts and to sign Annual Return to be submitted to BDO.