

Draft Agenda for Annual Meeting of the Parish followed by the Annual Parish Council Meeting

You are summoned to the annual meeting of Burgh and Tuttington Parish Council on Wednesday 11/05/2022 May 2021 to include the Annual Meeting of the parish @ 7.30pm. The meeting will take place in Tuttington Parish church @ 7:30 p.m. Members of the public are welcome to attend and may speak during the adjournment.

Annual Meeting of the Parish 11/05/2022

1. Welcome
2. Review of previous meetings
3. Issues raised from the floor
4. Future arrangement for annual meeting of the parish:
 1. Discuss venue

Annual Meeting of the Parish Council 11/05/2022

- 1) Chairman's opening of annual meeting of the parish council
- 2) Apologies
- 3) Election of chairman and Vice Chairman
- 4) Declaration of interests
- 5) Future dates:
 - a) Discuss schedule of future meetings.
 - b) Discuss any pertinent items from annual meeting of the parish.
- 6) District Councillors
- 7) Adjournment for public discussion
- 8) Review of policies
 - a) Parish Insurance
Motion: Review policy with Zurich
To seek alternative insurer
 - b) Risk Policy
Motion: Accept existing policy
Amend policy
Defer decision
 - c) Code of Conduct
Motion endorse existing policy
Motion amend existing policy
 - d) Complaints
Motion endorse existing policy
Motion amend existing policy
 - e) Website
Motion endorse existing policy
Motion amend policy
 - f) GDPR
Motion endorse existing policy
Motion amend policy

- g) Model Standing Orders
 - Motion Accept standing orders
 - Motion Endorse annotated version
 - Motion Amend new version
- h) Equal opportunity and Diversity Policy
 - Motion Adopt policy
 - Motion Amend policy
- i) Financial Regulations
 - Motion Adopt regulations
 - Motion Amend Regulations
- j) Homeworking Policy (Non statutory)
 - Motion Adopt Policy
 - Amend Policy
- k) Employment Policy
 - Motion Adopt Policy
 - Motion Amend Policy

9) Chairman's report

10) Report on Burgh memorial seat and Tuttington seat

11) To use the General Powers of Competence and Well-Being as defined in the Localism Act 2015. Burgh and Tuttington parish council affirm that they meet the criteria laid down in the Act: namely two thirds of the councillors are elected and the clerk has successfully completed professional training. This motion to be repeated at annual meetings.

12) To supply the children of the village with a packet of flower seeds to commemorate the Queen's Platinum Jubilee. Costs to be met from parish account.

The parish council will revert to standard agenda..

- 13) Minutes of the previous meeting 09/03/2022
 - i. Matters arising
 - ii. Tuttington Village Green
 - iii. Village Gateways
 - iv. Village SAM system
 - v. Update on Common Lane speed issue.
- 14) Clerk's Report
- 15) Correspondence
- 16) Planning
- 17) Finance.
 - a. End of year account
 - Motion to accept end of year accounts
 - b. AGAR forms
 - Motion to sign off AGAR forms
 - c. Auditors report
 - Motion to accept internal auditor's report and express the council's thanks

- 18) Future planning: Motion to bring the results of any discussion to our next parish council meeting.
- 19) Report on meetings attended.
- 20) Any Other Business to be notified in advance to clerk
- 21) Dates of next meetings:
- 22) Meeting closed @

Joseph Winterbourne Parish Clerk Burgh and Tuttington Parish Council 29/04/2022.