

BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Notice of Meeting

To members of the Council: Your attendance is required at the Annual Meeting of Blythburgh with Bulcamp & Hinton Parish Council which will be held on

Wednesday 5 May 2021 at 19.00.

Alistair Besly, Parish Clerk

Joining Remote Meetings

Following The Local Authorities Coronavirus - Flexibility of Local Authority Meetings Regulations;

This meeting will be held remotely over Zoom.

Councillors will receive joining details before the meeting

Members of the public planning to attend must contact the clerk by Monday 3 May for details.

Reporting at Meetings.

Any person intending to report should advise the Clerk or Chairman before the meeting

AGENDA

Attendees

From the Council

From the Public

Apologies

Declaration of Interest

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner
1	Election of Chair		Cllr Orr-Ewing
2	Election of Vice Chair		Chair
3	Delivery of Acceptance of Office forms		Clerk
4	Confirmation of Minutes		
	To approve and sign the Minutes of the Council meeting on 10 March 2021		Chair
	To approve and sign the Minutes of the Special Council meeting on 8 April 2021		Chair
5	Reminder for Members to review and update their Register of Interests on the ESC website		Chair
6	Review of delegation arrangements to staff - See Financial Regulations		Chair
7	Review and adoption of appropriate standing orders and financial regulations;		Chair
8	Review of inventory of land and assets including buildings and office equipment;		Cllr Orr-Ewing
9	Confirmation of arrangements for insurance cover in respect of all insured risks;		Chair
10	Review of the council's and/or staff subscriptions to other bodies;		Chair
11	Review of the council's complaints procedure;		Chair
12	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;		Chair
13	Review of the council's policy for dealing with the press/media;		Chair
14	Review of the Councils employment policies and procedures including: Privacy Notice for Employees and officials Member/Officer Protocol		Chair

15	Review of the Councils remaining policies and procedures including: Code of Conduct GDPR Management Privacy Notice General Risk Assessments and Safeguarding		Chair
16	Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.		Cllr Orr-Ewing
17	Review of the Council's end of year accounts including: Receipts and Payments summary Asset Register (see item 8) Reserves allocation		Cllr Orr-Ewing
18	Review of the Council's Annual Governance and Accountability Return (AGAR)		Cllr Orr-Ewing
19	Approve 2020/21 Certificate of Exemption (AGAR part 2 page 3)		Cllr Orr-Ewing
20	Approve Heelis and Lodge audit plan		Cllr Orr-Ewing
21	Approve Internal Control Statement and Report		Cllr Orr-Ewing
22	Approve Payment Schedule SALC Membership £147.67		Clerk
23	Planning		PAG
24	Open Forum	Parishioners opportunity to raise issues with the Parish Council. Parishioners will be given 3 minutes per subject	
25	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council		Chair
26	Date of next meeting:		Chair