

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntdarcypc.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 email: clerk@tolleshuntdarcypc.org



Notice is hereby given that the Annual Statutory Meeting of Tolleshunt D'Arcy Parish Council will be held on Wednesday 17th May 2023, in the Village Hall, Tollesbury Road, Tolleshunt D'Arcy commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.



M. Curtis

Michelle Curtis – Clerk to the Council

10th May 2023

Councillors: J Smith (Chairman), L Barwick, M Henderson, G Munson

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

AGENDA

- 1. Election of Chairman**
To elect a Chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.
- 2. Election of Vice-Chairman**
To elect a Vice-Chairman for the forthcoming year.
- 3. Apologies for Absence**
To receive apologies for absence.
- 4. Declaration of Interest**
To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)
- 5. Public Forum**
The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.
- 6. Minutes**
To receive and approve the minutes of the Parish Council Meeting held on 25th April 2023.

7. Representatives/Committees

Election of Lead representatives for the forthcoming year:

- a) Lead Member for Highways, Public Rights of Way and Road Safety
- b) Lead Member for Planning Matters and Trees
- c) Lead Member for Recreation Ground
- d) Lead Member for Burial Ground
- e) Lead Member for Local Council Award Scheme
- f) Personnel Committee members
- g) Defibrillators

8. Policies and Procedures

To review the following Policies and Procedures:

- 8.1** Standing Orders
- 8.2** Financial Regulations
- 8.3** Complaints and Compliments Procedure
- 8.4** Disciplinary Procedure
- 8.5** Documents and Retention Policy
- 8.6** Email Policy
- 8.7** Freedom of Information Act – Publication Scheme
- 8.8** Grant Awarding Policy
- 8.9** Media Policy
- 8.10** Reserves Policy
- 8.11** Training Policy
- 8.12** Social Media & Email Policy - Councillors to sign and agree that they have read and understood the Social Media and Email Policy.

9. Bank Signatories

To seek confirmation of 3 signatories for the Unity Trust Account.

10. Appointment of Internal Auditor

To confirm that Maurice Howard will continue to provide the Council's internal audit

11. Register of Member's Interests

Councillors are respectfully reminded to complete their register of interests and memberships and to keep it up to date at all times.

12. Meeting Schedule 2023/24

To agree the proposed meeting schedule for 2023/24

13. Date of the Next Meeting

Next meeting to be held on:

Tuesday 30th May 2023 – 7.30 pm

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The Council meet on the last Tuesday of each month (excluding December) in the Back Room of the Village Hall. The public and press are welcome to all meetings and will have the opportunity to put questions or comments to Councillors.



If you would like an item on the agenda, please put your request in writing to the Parish Clerk at least a week before the meeting.

Schedule of Meetings for 2023/24

2023		
May	Wednesday 17 th	Council Statutory Annual Meeting
	Tuesday 30 th	Full Council Meeting
June	Tuesday 27 th	Full Council Meeting
July	Tuesday 25 th	Full Council Meeting
August	Tuesday 29 th	Full Council Meeting
September	Tuesday 26 th	Full Council Meeting
October	Tuesday 31 st	Full Council Meeting
November	Tuesday 28 th	Full Council Meeting
2024		
January	Tuesday 2 nd	Full Council Meeting
	Tuesday 30 th	Full Council Meeting
February	Tuesday 27 th	Full Council Meeting
March	Tuesday 26 th	Full Council Meeting
April	Tuesday 30 th	Full Council Meeting
May	Tuesday 14 th	Council Statutory Annual Meeting

**MEETING TIMES CAN VARY, SO PLEASE CHECK THE AGENDA
OR THE PARISH COUNCIL WEBSITE AT:**

www.tolleshuntarcypc.org



Additional meetings of the Parish Council may be called and will be advertised on the Parish Council noticeboard as and when they are called.