

Swilland and Witnessham grouped Parish Council

Clerk: Mr Steve Barron

Email: swill-witpc@outlook.com Phone: 07719 176917

Dear Councillor,

You are hereby summoned to the Annual General Meeting of Swilland and Witnessham grouped Parish Council to be held at Witnessham Village Hall on Wednesday 16th May 2018 at 7:30 p.m.

Clerk

7th May 2018

Annual General Meeting

Wednesday 16th May 2018 at Witnessham Village Hall 7:30 p.m.

AGENDA

1. To elect a Chairman
2. The Code of Conduct: To receive Councillors Declarations of Interest
3. To receive apologies from Councillors not attending
4. To elect a Vice-Chairman
5. To appoint committee members and councillor roles: Finance, Planning, Communication, Footpaths, Tree Officer, SALC Rep., VHMC Rep., Playing Field, Allotments Rep., SAVIS Rep. And Highways Rep.
6. To adopt the Chairman's Report for 2017-2018
 - a) Feedback on APM
7. Annual policy reviews
 - a. Review the Council's Standing Orders
 - b. Review Financial Regulations
 - c. Ask Councillors to review their register of interests
8. To approve Minutes from the meeting held on 21st March 2018
9. County Councillor report Mr Vickery
10. District Councillor report Mr Whiting
11. Footpaths Mr Hindle
12. Planning Mr. Wilks
13. Police Report Mr Rush
14. Highways Mr. Everett
 - a) Speed initiatives working group update
15. SAVID (Safer Village Driving) Mr. Johnson

16. Playing Field Management Committee Mr. Rush
17. Play area inspections Mr. Stanley
Mrs. Pace
18. Recreation Ground Mr. Rush
19. VHMC Mrs Shaw
20. Request for sponsorship of printing costs for second historical book about
Witnessham Mr Rush
21. Tree Officer Mr Templeman
22. Allotments Mrs Bailey
23. Correspondence - Clerk
24. EU Directive "The General Data Protection Regulation" (GDPR) due 25th
May 2018 - Update Clerk
25. Village Phone Boxes - Clerk
26. SCDC CIL 2018-19 Project Proposal Bids Clerk
27. Consideration of providing a defibrillator in Witnessham Mrs Shaw
28. Finance Update Clerk as RFO
- a. Current Account
 - b. Ipswich Building Society
 - c. Declaration of exemption Annual Return 2017-18
 - d. Annual Governance Statement 2017-18
 - e. Annual Accounts Statement 2017-18
- Current financial situation Clerk
29. To approve the following payments:
- a) 6 Months Payroll Sep-Mar £54.00
 - b) Administration March £185.33
 - c) HMRC PAYE Tax Q4 £150.40
 - d) SALC annual subscription £369.15
 - e) Rec Ground repairs £100.56
 - f) APM snacks £34.50
 - g) Dog fouling signs £43.20
 - h) APM wine £30.25
 - i) Administration April £231.61
 - j) Phone box door repair £50.00
 - k) Phone boxes makeover and repaint £400.00
30. Matters to be brought to the attention of the Parish Council –
Each Councillor is requested to use this opportunity to report minor matters
of information not included elsewhere on the agenda and to raise items for
future agendas. Councillors are respectfully reminded that this is not an
opportunity for debate or decision-making.