

WICKHAM MARKET PARISH COUNCIL

CHAIR: GEMMA DEMPSEY-GRAY

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Wickham Market Annual Parish Council Meeting which will be held in the Village Hall Committee room on **Monday 20 May 2024 at 19:00**

Alistair Besly, Parish Clerk 7 May 2024

Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: clerk@wickhammarketpc.com



Embedded hyperlinks open the documents published. Website: <http://wickhammarketpc.com/>

Wickham Market Parish Council: AGENDA Annual Meeting of the Parish Council

FC24: 1	Election of Chair and signing of Declaration of Acceptance of Office	
FC24: 2	Election of Vice Chair and signing of Declaration of Acceptance of Office	
FC24: 3	Present from the Council:	Chair
FC24: 4	Present from the Public:	Chair
FC24: 5	Open Public Forum session (2 minutes per person):	Chair
FC24: 6	Apologies for Absence:	Chair
FC24: 7	Declarations of Interest in items on the agenda:	Chair
FC24: 8	Proposal to approve the draft minutes of the Parish Council meeting on 18 March 2024	Chair
FC24: 9	Receive Minutes	Chair
	9.1 F&GP Committee 15 April and 29 April	
	9.2 Planning Committee 27 March	
	9.3 Sizewell C Committee <i>None since last full council</i>	
	9.4 Environment and Leisure Working Group	
FC24: 10	Clerk's Report	Clerk
FC24: 11	Review of internal audit report 2023-24	
FC24: 12	Finance Report May 2024	Clerk
	12.1 Review Finance Report and Payments Schedule: Published	
	12.2 Review Bank Reconciliation: Published	
	12.3 Review Summary Financial Statement: Published	
	12.4 Proposal to approve payments above the Chair/Clerk delegated authority. <i>to be published</i>	
FC24: 13	Proposal to approve Committee and Working Group Terms of Reference, Members and Committee Chairs. Parish Council Committees and Working Groups should all have terms of reference and appointed members which are confirmed annually.	Chair
	13.1 F&GP Committee ToR: Updated .	
	13.2 Planning Committee ToR: No change proposed .	
	13.3 Sizewell C Committee ToR: No change proposed .	
	13.4 Environment and Leisure Working Group ToR: New	
	13.5 Climate Change Working Group New ToR required – proposal not received	
	13.6 Emergency Plan Working Group, New ToR	
	13.7 Joint Village Hall Modernisation Working Group, New ToR	
	13.8 Proposal to formally dissolve the Neighbourhood Plan Committee, close the NP website (documents are on a page on the Council website) and appoint NP representatives.	
	13.9 Schedule of Committees, Working Groups and Representatives Published	
FC24: 14	Proposal to agree four bank signatories with electronic banking access	Chair
FC24: 15	Proposal for Delegation arrangements to the following committees and Staff. Financial Regulations 4.1 refers	Chair
	15.1 F&GP Committee No Change Proposed from updated ToR	
	15.2 Sizewell C Committee No Change Proposed from current ToR	
	15.3 Planning Committee No Change Proposed from current ToR	
	15.4 Clerk Updated document published	
FC24: 16	Review of inventory of land and other assets: Asset Register Published	F&GP Cttee
FC24: 17	Confirmation of arrangements for insurance cover in respect of all insurable risks	Clerk
FC24: 18	Review Subscriptions to other bodies for the Council's and staff: To be published	Clerk
FC24: 19	Proposal to Review and adopt:	
	19.1 Standing Orders (no change proposed)	Chair
	19.2 Financial Regulations (no change proposed)	Chair
FC24: 20	Proposal to approve the Risk Assessment: (no change proposed)	Chair
FC24: 21	Governance: Year end audit 2123-24	F&GP Cttee
	21.1 Proposal to approve 2023 year end reserves allocation Draft published	
	21.2 Proposal to approve 2023 receipts and payments summary Draft published	
	21.3 Proposal to approve 2023 Year End Bank Reconciliation Draft published	
	21.4 Proposal to approve the 2023 annual return and variances Draft published	
	21.5 Proposal to approve the Annual Governance Statement AGAR s1 Draft published	
	21.6 Proposal to approve the Annual Accounting Statement AGAR s2 Draft published	

	21.7	Proposal to approve the 2023 CIL report. <i>Published</i>	
FC24:	22	Review of grants made under General Power of Competence. <i>to be published</i>	Chair
FC24:	23	Governance: Proposal to readopt Governance documents for 2024-25. There are no changes proposed. All documents can be found for review before the meeting at https://wickhammarketpc.com/parish-council/parish-council-documentation/	Chair
		Operating Policies	
	23.1	Code of Conduct	
	23.2	Complaints Procedure	
	23.3	Vexatious Complaints Policy	
	23.4	Public Participation at Council Meetings	
	23.5	Health and Safety Policy	
	23.6	Grant Awarding Policy	
		Information Policies	
	23.7	Freedom of Information Policy	
	23.8	Freedom of Information Publication Scheme	
	23.9	ICO Publication Scheme	
	23.10	Data Protection and Information Management Policy	
	23.11	Data Protection Policy	
	23.12	Press and Media Policy	
	23.13	CCTV Policy	
	23.14	Privacy Notice	
		People Policies	
	23.15	Travel and Expenses Policy	
	23.16	Equality, Diversity and inclusion Policy	
	23.17	Working From Home	
	23.18	Risk Management Strategy	
	23.19	Working With Volunteers Policy	
	23.20	Training and Development Policy	
	23.21	Safeguarding Policy	
	23.23	Safeguarding Procedures	
	23.23	Protocol for meetings with landowners	
FC24:	24	Proposal to agree Councillor training dates	Cllr Chenery
FC24:	25	Markets Report <i>Published</i>	Alison Renshaw
FC24:	26	Wild about Wickham Report <i>None Received</i>	
FC24:	27	Emergency Plan Report <i>None Received</i>	Cllr Huggins
FC24:	28	Village Hall Modernisation Report <i>Published</i>	Cllr Horsnell
FC24:	29	Climate Action Group Report <i>None Received</i>	Cllr Dempsey-Gray
FC24:	30	Cemetery Report <i>None Received</i>	Anne Westover
FC24:	31	Footpaths Report <i>Published</i>	Simon Harrington
FC24:	32	Allotments Report <i>None Received</i>	Allotment Association
FC24:	33	Proposal to review and agree the Village Hall parking consultation document and agree the direct recipients of the consultation.	Clerk
FC24:	34	Proposal to agree schedule of meetings for ordinary council and standing committees <i>Published</i>	
FC24:	35	Under Section 100A(4) of the Local Government Act 1972 Proposal to exclude the public for the following item on the grounds that it involves disclosure of exempt information	Chair
FC24:	36	Confidential: Proposal to agree the Clerk's salary.	Staffing and Personnel Cttee
FC24:	37	Confidential: Proposal to approve payments of salaries and associated tax, NI and pensions at the following standard pay points for the next 24 months.	Staffing and Personnel Cttee
FC24:	38	Date of next meeting:	